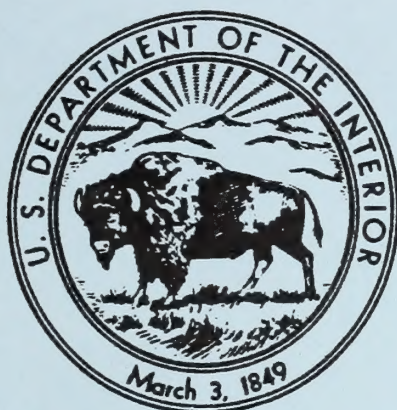




# AUTOMATED LAND AND MINERAL RECORD SYSTEM

VOLUME 4

GLOBAL PROCESSES



National Systems & Research Co.

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Automated Land and Mineral  
Record System  
ALMRS

Global Processes

\* Accounting \*

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

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STATE OF NEW YORK

IN SENATE

JANUARY 1, 1901

REPORT OF THE COMMISSIONER OF THE LAND OFFICE



## CHAPTER 1

### INTRODUCTION

This document describes the current system for processing accounting data pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 1800 Public Administration;
2. 2100 Acquisition;
3. 2200 Exchanges;
4. 2500 Occupancy and Use;
5. 2561 Native Allotments, 2627 Alaska State Selections, 2650 Alaska Native Selections (Conveyances);
6. 2600 Grants;
7. 2700 Sales;
8. 2800 Rights-of-Way;
9. 2900 Leases and Permits;
10. 3100 Oil and Gas;
11. 3200 Geothermal;
12. 3400 Coal;
13. 3500 Solids Other than Coal;

## INTRODUCTION

14. 3600 Salables; and
15. 3800 Locatables.

In addition, accounting data is processed in the following global case processing:

1. Assignments,
2. Docket,
3. Baseline Records,
4. Bond and Surety,
5. Resource Evaluation,
6. Trespass, and
7. Alaska Surveys.

In analyzing and writing the other case processes found in this series, NSR handled Accounting as an external system in its interface with the various primitives in each case. In essence, it did not matter to whom or to what the Accounting Advice, money, or other notices went because Accounting was viewed as an external process operating on its own.

Thus, NSR has decided to portray Accounting differently from the other cases. As an external case, it is not necessary to identify its internal primitive processing, including input/processing/output. And, without primitives, data flow diagrams and data element dictionary entries also are not necessary. Instead, the exact interfaces with the other case processes are important and are shown in this document.

When the BLM speaks of Accounting, it refers to two separate, although related, systems--Financial Management System (FMS) and Minerals Management Service (MMS). FMS is an integral part of BLM operations, while the MMS functions as a Department of Interior financial system. Currently, there is a Memorandum of Understanding between the BLM and MMS linking their operations as necessary for a more efficient flow of information and support.

The Financial Management System tracks all collections, payments, and expenditures made by BLM, including the Automated Lease Management System (ALMS) for billing lands cases. FMS electronically transmits



## INTRODUCTION

journal vouchers during post-adjudication. Case processing provides account records and sales results to FMS. Included are application fees, first year rentals, and cost recovery accounts. First year rental information is transferred from FMS to MMS.

The Minerals Management Service maintains three automated data processing systems that interface with case processing: Auditing and Financial System (AFS), Bonus and Rental Accounting Support System (BRASS), and Production Accounting and Auditing System (PAAS).

The Auditing and Financial System maintains records of monies collected and disbursed for Federal and Indian mineral leases. It tracks lease account identification numbers, royalty schedules and balances, products, lease status, unitization and communitization agreements, and payor and seller identification. The tracking supports the timely collection of revenues due, detection of incorrect payments, and enforcement of appropriate penalty processes. As examples, case processing provides the Fifth Day Report, Notices of Transfer of Lease Accounts, copies of Gas Fee letters, and information on lease activity and Compensatory Rental.

The Bonus and Rental Accounting Support System processes data on monies collected for Federal onshore lease bonuses and rentals, and disburses and tracks the funds collected. BRASS provides a monthly billing cycle and updates for lease balances, tracks payment or nonpayment of bonus and rent, and maintains BLM lease records on the status of payments. Case processing receives notification of expiring leases, leases that have been terminated, and leases that have payment deficiencies, and provides BRASS with information on lease activity.

The Production Accounting and Auditing System maintains data on production from some Federal and Indian mineral lands from the source of production to the point of disposition with emphasis on the point of royalty determination. The information is based on production reports submitted by lease, mine, and facility operators. All offshore mineral leases, all onshore Federal and Indian solid mineral leases, and a small number of onshore oil and gas Federal and Indian leases under a pilot project are currently on PAAS. Case processing receives royalty reports from PAAS to verify royalties paid, and provides production calculations in response to requests from PAAS and Mine Information Form data to PAAS.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; and Chapter 2 - Accounting Interfaces With Case Processing, listing the case processing primitives where the interfaces occur.





CHAPTER 2  
ACCOUNTING INTERFACES WITH CASE PROCESSING

CASE TYPE: 1800 PUBLIC ADMINISTRATION

PROCESS: 1.1.2.2.1.2 Process Application

Interface Description	Send	To
Process application fee	Accounting Advice Money	Accounting
Establish cost recovery account	Accounting Advice Money	Accounting (DSC)

PROCESS: 1.1.2.2.1.4 Adjudicate Case

Interface Description	Send	To
Process survey fee	Accounting Advice Money	Accounting

PROCESS: 1.1.2.2.1.5 Legal Decision

Interface Description	Send	To
Close cost recovery account	Refund Notification	Accounting (DSC)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2100 ACQUISITIONS

### PROCESS: 1.1.2.2.2.3.2.3 Administrative Proceedings

Interface Description	Send	To
Process to file a condemnation action	Purchase Order	Accounting (DSC)

### PROCESS: 1.1.2.2.2.3.2.4 Settlement Proceedings

Interface Description	Send	To
Process compensation award	Purchase Order	Accounting (DSC)

### PROCESS: 1.1.2.2.2.5.2 Title Clearance

Interface Description	Send	To
Process title clearance fees	Purchase Order	Accounting (DSC)

### PROCESS: 1.1.2.2.2.5.3 Closing Process

Interface Description	Send	To
Process reimbursements to landowners	Purchase Order	Accounting (DSC)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2200 EXCHANGES

### | PROCESS: 1.1.2.2.3.2 Establish Case

Interface Description	Send	To
Process cost reimbursement	Cost Reimbursement Funds Accounting Advice	Accounting (FMS)
	Receive	From
	Accounting Advice Receipt Project Number	Accounting (FMS)
	Receive	From
Process federal entity account	Account Number	Accounting (FMS)
	Send	To
Process proponent/applicant/ consultant funds	Additional Cost Reimbursement Funds Accounting Advice Cash Equalization Payment Tax Deposit Improvement Reimbursement Deposit Consultant Funds	Accounting (FMS)
	Receive	From
	Accounting Advice Receipt	Accounting (FMS)
	Send	To
Process refund	Request Refund for: Tax Improvement Reimbursement Deposit Cash Equalization Cost Reimbursement Funds Accounting Advice	Accounting (FMS)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2200 EXCHANGES

### | PROCESS: 1.1.2.2.3.2 Establish Case

Interface Description	Receive	From
Process refund	Request Refund for: Tax Improvement Reimbursement Deposit Cash Equalization Cost Reimbursement Funds Accounting Advice	Accounting (FMS)

### | PROCESS: 1.1.2.2.3.3.1.1.1 Preliminary Land Law Review

Interface Description	Send	To
Process refund	Request Refund Cost Reimbursement Funds Accounting Advice Refund Cost Reimbursement Funds	Accounting (FMS)

### | PROCESS: 1.1.2.2.3.3.1.1.2 Final Land Law Review

Interface Description	Send	To
Process refund	Request Refund Cost Reimbursement Funds Request Refund Tax Deposit Request Refund Im- provements Reim- bursement Deposit Request Refund Cash Equalization Payment Accounting Advice	Accounting (FMS)



# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2200 EXCHANGES

### | PROCESS: 1.1.2.2.3.3.1.2 Issue Conveyance

Interface Description	Send	To
Process equalization payment	Equalization Payment Earned Accounting Advice	Accounting (FMS)
	Receive	From
	Accounting Advice Receipt	Accounting (FMS)

### | PROCESS: 1.1.2.2.3.3.2.2 Management Decision

Interface Description	Send	To
Process refund	Request Refund Cost Reimbursement Funds Accounting Advice Refund Costs	Accounting (FMS)
	Send	To
Process publication payment	Publication Payment	Accounting (FMS)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2500 OCCUPANCY AND USE

### PROCESS: 1.1.2.2.4.1.1.1 Preliminary Adjudication

Interface Description	Receive	From
-----	-----	-----
Process DLE application	DLE Application	Accounting
	Send	To
	-----	-----
Rejecting DLE application	Accounting Advice	Accounting

### PROCESS: 1.1.2.2.4.1.6 Relinquishment of Application

Interface Description	Send	To
-----	-----	-----
Request to relinquish application	Accounting Advice	Accounting

### PROCESS: 1.1.2.2.4.3.1.4 Review and Approval of COT Application

Interface Description	Send	To
-----	-----	-----
Process COT application approval	Approval Notice	Accounting

### PROCESS: 1.1.2.2.4.3.1.5 Patent Issuance Via COT

Interface Description	Receive	From
-----	-----	-----
Notification of payment	Payment Notification	Accounting

## ACCOUNTING INTERFACES WITH CASE PROCESSING

CASE TYPE: 2561, 2627, 2650 CONVEYANCES

PROCESS: 1.1.2.2.9.1.4 DIC Issuance

Interface Description	Send	To
Verify proof of publication	Proof of Publication	Accounting

PROCESS: 1.1.2.2.9.10.1 Revenue Calculation

Interface Description	Send	To
Prepare escrow package	Escrow Package	Accounting

## ACCOUNTING INTERFACES WITH CASE PROCESSING

### CASE TYPE: 2600 GRANTS

#### PROCESS: 1.1.2.2.5.1 Process Application

Interface Description	Send	To
-----	-----	-----
Process application fee	Accounting Advice Money	Accounting (DSC)

#### PROCESS: 1.1.2.2.5.3 Legal Decision

Interface Description	Send	To
-----	-----	-----
Process refund	Refund Notification	Accounting (DSC)



# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2700 SALES

### PROCESS: 1.1.2.2.6.1.1.1 Proposal/Application Screening

Interface Description	Send	To
Process proposal or application	Accounting Advice Money	Accounting

### | PROCESS: 1.1.2.2.6.1.3 Conduct Sale

Interface Description	Receive	From
Receive sealed bid	Sealed Bid Accounting Advice	Accounting
	Send	To
Receive low bid money	Accounting Advice	Accounting

### PROCESS: 1.1.2.2.6.1.4 Issue Conveyance

Interface Description	Send	To
Process conveyance	Money Accounting Advice	Accounting

### PROCESS: 1.1.2.2.6.2.4 Reversion

Interface Description	Send	To
Process quit claim deed application	Accounting Advice Money	Accounting

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2800 RIGHTS-OF-WAY

### PROCESS: 1.1.2.2.7.2.1 Application Receiving

Interface Description	Send	To
Process application fees	Application Fees	Accounting
	Receive	From
	Accounting Advice	Accounting

### PROCESS: 1.1.2.2.7.2.2 Serialize

Interface Description	Send	To
Process application fees	Application Fees	Accounting
	Receive	From
	Accounting Advice	Accounting

### PROCESS: 1.1.2.2.7.3.1.2 Conduct Competitive Bid Processing

Interface Description	Send	To
Process wind bids	Bid Deposit	Accounting
	Receive	From
	Accounting Advice	Accounting
	Send	To
Process bid refunds	Bid Deposit Refund Notice	Accounting

### PROCESS: 1.1.2.2.7.3.2.1 Establish 5101 Account

Interface Description	Send	To
Establish 5101 account	Request to Establish 5101 Account	Accounting

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2800 RIGHTS-OF-WAY

### PROCESS: 1.1.2.2.7.3.2.1 Establish 5101 Account

Interface Description	Receive	From
Process 5101 account	Project Number 5101 Account Report	Accounting

### PROCESS: 1.1.2.2.7.3.2.5 Prepare Decisions and Authorizing Documents

Interface Description	Send	To
Process refund	Request Refund	Accounting
	Receive	From
	Accounting Advice	Accounting
	Send	To
Process fees	Fees	Accounting
	Receive	From
	Accounting Advice	Accounting

### PROCESS: 1.1.2.2.7.3.5.3 Case Maintenance

Interface Description	Send	To
Establish billing	Accounting Advice Rental Information Updates	Automated Lease Management System (ALMS)
	Send	To
Process monitoring fees	Monitoring Fees	Accounting
	Receive	From
	Accounting Advice	Accounting

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 2800 RIGHTS-OF-WAY

PROCESS: 1.1.2.2.7.3.5.3 Case Maintenance

Interface Description	Send	To
Process rental	Rental Information Updates	ALMS
Process royalty fees	Royalty Fee	Accounting
Process nonpayment of fees	Notice of Nonpayment	ALMS
Process rental fee	Rental Fee	Accounting
Determine volume of material	Billing Information Refund Information	Accounting
Process road fees	Fees	Accounting

## ACCOUNTING INTERFACES WITH CASE PROCESSING

### CASE TYPE: 2900 LEASES AND PERMITS

#### PROCESS: 1.1.2.2.8.1.2 Establish Case File

Interface Description	Send	To
Process application fee	Application Money	Accounting (FMS)

#### PROCESS: 1.1.2.2.8.1.3 Adjudication

Interface Description	Send	To
Process cost reimbursement	Accounting Advice Money	Accounting (FMS)

#### PROCESS: 1.1.2.2.8.2 Process Lease

Interface Description	Send	To
Process offer to lease	Accounting Advice Money	FMS
	Send	To
Establish annual billing	Accounting Advice	ALMS (FMS)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3100 OIL AND GAS

### PROCESS: 1.1.1.1.1.1.1.1.1 Process Application

Interface Description	Send	To
Process OTC application money	Money Accounting Advice	Accounting (FMS)

### PROCESS: 1.1.1.1.1.1.2.1.1.1 Process Expired Lease

Interface Description	Receive	From
Run program for expiring non-competitive leases	Expired Lease List	Accounting (BRASS)
	Send	To
Extend expiration data because of drilling	Accounting Advice	Accounting (BRASS)

### PROCESS: 1.1.1.1.1.1.2.1.1.2 Process Terminated and Cancelled Lease

Interface Description	Receive	From
Find out terminated leases	Deficient and Outstanding Report	Accounting (BRASS)
	Send	To
Confirm payment	Accounting Advice	Accounting (BRASS)
	Send	To
Input terminated and cancelled leases into the system	Terminated Lease List Cancelled Lease List	Accounting (BRASS)

### PROCESS: 1.1.1.1.1.1.2.1.1.3 Process Relinquished Lease

Interface Description	Send	To
Input partial or total relinquishment	Accounting Advice	Accounting (BRASS)



# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3100 OIL AND GAS

### PROCESS: 1.1.1.1.1.1.2.2.1.2 Process Applications

Interface Description	Send	To
Process SIMO application fee	Batch Control Sheet Money	Accounting (FMS)

### PROCESS: 1.1.1.1.1.1.2.2.2.6 Wrap Up Lease Process

Interface Description	Send	To
Make state office distribution of SIMO money	Account Records	Accounting (FMS)
	Send	To
Process refunds	Refund Notification	Accounting (DSC)

### PROCESS: 1.1.1.1.1.1.2.1.1 Identify Competitive Parcel

Interface Description	Receive	From
Run program for expiring competitive leases	Expired Lease List	Accounting (BRASS)

### PROCESS: 1.1.1.1.1.1.2.3.2 Conduct Sale

Interface Description	Receive	From
Process sealed bids	Sealed Bid Bidding Logs	Accounting (FMS)
	Send	To
Process competitive bidding	Money Sale Results	Accounting (FMS)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3100 OIL AND GAS

### PROCESS: 1.1.1.1.1.2.4 Issue Lease

Interface Description	Receive	From
Process lease costs	Accounting Advice	Accounting (Cashier)
	Send	To
Notify MMS	Accounting Advice	Accounting (MMS)

### PROCESS: 1.1.1.1.2.2.1.1.2 Transfer Account

Interface Description	Send	To
Transfer account from BRASS to AFS	Accounting Advice Notice of Transfer of Lease Account	Accounting (BRASS) Accounting (AFS)

### PROCESS: 1.1.1.1.2.2.1.3 Fifth Day Report

Interface Description	Send	To
Begin royalties from production	Fifth Day Report	Accounting (MMS)

### PROCESS: 1.1.1.1.2.3.2 Adjudicate KGS

Interface Description	Send	To
Process KGS	Accounting Advice	Accounting (BRASS)

### PROCESS: 1.1.1.1.2.4.3.2 Production Verification

Interface Description	Send	To
Confirm production	Production Verification Results	Accounting (MMS)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3100 OIL AND GAS

PROCESS: 1.1.1.1.1.2.5.1.2.2 Transfer Account

Interface Description	Send	To
Transfer lease from BRASS to AFS:	Accounting Advice Notice of Transfer of Lease Account	Accounting (BRASS) Accounting (AFS)

PROCESS: 1.1.1.1.1.2.5.1.2.3.3 Adjudicate Termination

Interface Description	Send	To
Terminate a CA	Accounting Advice	Accounting (BRASS)

PROCESS: 1.1.1.1.1.2.5.2.1.4.2 Adjudicate Change

Interface Description	Send	To
Modify a CA	Accounting Advice	Accounting (BRASS)

PROCESS: 1.1.1.1.1.2.5.2.1.5.1.4 Transfer Account

Interface Description	Send	To
Transfer lease from BRASS to AFS	Accounting Advice Notice of Transfer of Lease Account	Accounting (BRASS) Accounting (AFS)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3100 OIL AND GAS

PROCESS: 1.1.1.1.1.2.5.2.1.5.2.4 Adjudicate Termination/Elimination

Interface Description	Send	To
-----	-----	-----
Terminate/eliminate a unit and transfer lease from AFS to BRASS	Accounting Advice	Accounting (BRASS)

PROCESS: 1.1.1.1.1.2.5.2.2.1 Initial Gas Storage Process

Interface Description	Send	To
-----	-----	-----
Process gas storage fee	Gas Fee Letter	Accounting (BRASS and AFS)

PROCESS: 1.1.1.1.1.2.5.3 Process Drainage

Interface Description	Send	To
-----	-----	-----
Notify MMS of drainage	Drainage Determination	Accounting (MMS)

PROCESS: 1.1.1.1.1.2.5.4.2 Process Diligent Operations

Interface Description	Send	To
-----	-----	-----
Process compensatory rental for diligent development	Compensatory Rental	Accounting (MMS)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3200 GEOTHERMAL

### PROCESS: 1.1.1.1.2.1.1.2 Presale Preparation

Interface Description	Send	To
Process P.O. for newspaper advertising	Purchase Order	Accounting

### PROCESS: 1.1.1.1.2.1.1.3 Conduct Sale

Interface Description	Receive	From
Process sealed bids for sale	Sealed Bids	Accounting
	Send	To
Generate a lease bid record	Lease Bid Record Bonus Bid Checks	Accounting

### PROCESS: 1.1.1.1.2.1.1.4 Rejection of Unacceptable Bids

Interface Description	Receive	From
Process unacceptable bids	Accounting Advice	Accounting
	Send	To
Finalize process of unacceptable bids	Accounting Advice	Accounting

### PROCESS: 1.1.1.1.2.1.1.5 Execution of Lease

Interface Description	Send	To
Process advanced rental advice	Accounting Advice	Accounting

### PROCESS: 1.1.1.1.2.1.2.1.1 Preadjudication of Lease Application

Interface Description	Receive	From
Process lease application	Accounting Advice	Accounting



# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3200 GEOTHERMAL

### PROCESS: 1.1.1.1.2.1.2.1.4 Lease Issuance

Interface Description	Send	To
Issue non-competitive lease	Accounting Advice	Accounting (BRASS)

### PROCESS: 1.1.1.1.2.1.2.1.5 Relinquishment of Lease Application

Interface Description	Send	To
Process refund of applicant's rental	Accounting Advice	Accounting

### PROCESS: 1.1.1.1.2.1.2.3.2 Lease Application Denial

Interface Description	Send	To
Process lease closure decision	Accounting Advice	Accounting

### PROCESS: 1.1.1.1.2.2.1.2 Adjudicate KGRA

Interface Description	Send	To
Lease changes due to new KGRA	Accounting Advice	Accounting

### PROCESS: 1.1.1.1.2.4.1.1.5 Assignment Notification

Interface Description	Send	To
Process lease assignment	Accounting Advice	Accounting (BRASS)

### PROCESS: 1.1.1.1.2.4.1.2.4 Amendment Case Notation

Interface Description	Send	To
Amendment to case notations	Accounting Advice	Accounting (BRASS)



# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3200 GEOTHERMAL

### PROCESS: 1.1.1.1.2.4.1.3.2 Execution of Lease Extension

Interface Description	Send	To
-----	-----	-----
Execute a lease extension	Accounting Advice	Accounting (BRASS)

### PROCESS: 1.1.1.1.2.4.1.4.4 Execution of Lease Suspension

Interface Description	Send	To
-----	-----	-----
Process lease suspension	Accounting Advice	Accounting (BRASS)

### PROCESS: 1.1.1.1.2.4.2.2 Lease Segregation

Interface Description	Send	To
-----	-----	-----
Process leases that fall on different sides of a boundary	Accounting Advice	Accounting (BRASS)

### PROCESS: 1.1.1.1.2.4.2.3 CA Commitment

Interface Description	Send	To
-----	-----	-----
Process communitization agreement	Accounting Advice	Accounting (BRASS)

### PROCESS: 1.1.1.1.2.4.3.1 DEE Verification

Interface Description	Send	To
-----	-----	-----
Process diligent exploration expenditure determination	Accounting Advice	Accounting (BRASS)

	Receive	From
-----	-----	-----
Process payment containing no billing information	Lease Payment Report	Accounting (BRASS)

	Send	To
-----	-----	-----
Identify reason for payment	Accounting Advice	Accounting (BRASS)

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3400 COAL

PROCESS: 1.1.1.1.4.1.2.2 Failure to Meet Terms

Interface Description	Receive	From
Process failure to meet terms of lease	Terms Violation Deficit Payment Report	MMS

PROCESS: 1.1.1.1.4.1.2.3 Check Lease Standing

Interface Description	Receive	From
Check financial condition of lease	Financial Standing	MMS

PROCESS: 1.1.1.1.4.1.2.3 Issue Decision

Interface Description	Send	To
Process closeout decision	Closeout Decision	MMS

PROCESS: 1.1.1.1.4.2.1.3 Mine Audit

Interface Description	Send	To
Process audit discrepancy	Audit Discrepancy Discrepancy Solution	MMS

PROCESS: 1.1.1.1.4.1.1.4.1 Prepare Lease or License

Interface Description	Send	To
Process rents and royalties	Bonus Payments	MMS

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3400 COAL

### PROCESS: 1.1.1.1.4.1.1.4.3 Data Recording

Interface Description	Send	To
Process lease	Lease License Bond Acceptance Notice	MMS

### PROCESS: 1.1.1.1.4.2.2.3.1 Review the R2P2

Interface Description	Send	To
Process R2P2 plan	Mine Information Form	MMS

### PROCESS: 1.1.1.1.4.1.1.1.1.1 Receive the Application

Interface Description	Send	To
Process application fee	Filing Fee	Accounting
	Receive	From
	Accounting Advice	Accounting

### PROCESS: 1.1.1.1.4.1.1.1.2.2 Review Emergency Criteria

Interface Description	Send	To
Process emergency request	Reserve Information	MMS

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3400 COAL

PROCESS: 1.1.1.1.4.1.1.3.3.1 Close Out Sale

Interface Description	Send	To
Process bid money	Bid Money	Accounting
	Receive	From
	Accounting Advice	Accounting

PROCESS: 1.1.1.1.4.1.1.3.3.3 Determine High Bidder

Interface Description	Receive	From
Determine high bidder	Low Bids	Accounting

PROCESS: 1.1.1.1.4.2.1.2.1.1 Verify Monthly Production

Interface Description	Receive	From
Verify production	Monthly Production Report	MMS

PROCESS: 1.1.1.1.4.2.1.2.1.2 Verify Royalties Paid

Interface Description	Receive	From
Verify royalties	Royalty Report	MMS

PROCESS: 1.1.1.1.4.2.1.2.1.3 Report Discrepancies

Interface Description	Receive	From
Process discrepancies	Exception Request Calculations	MMS
	Send	To
	Production Calculations	MMS

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3400 COAL

PROCESS: 1.1.1.1.4.2.1.2.2.1 Lease Suspension

Interface Description	Send	To
-----	-----	-----
Process suspension	Suspension Notice	MMS

PROCESS: 1.1.1.1.4.2.1.2.2.2 Diligent Development

Interface Description	Send	To
-----	-----	-----
Ensure diligent development	Diligent Level Notice Diligence Failure Notice	MMS

PROCESS: 1.1.1.1.4.2.1.2.2.3 Continued Operations

Interface Description	Send	To
-----	-----	-----
Ensure continued operations	Royalty Payment Notice Production Require- ment Failure	MMS



# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3500 SOLIDS OTHER THAN COAL

### PROCESS: 1.1.1.1.3.1.1.1.1 Receive the Application

Interface Description	Send	To
Process application	Filing Fee	Accounting
	Receive	From
Create accounting advice	Accounting Advice	Accounting

### PROCESS: 1.1.1.1.3.1.1.2.5.2.3 Close the Sale

Interface Description	Send	To
Accept bids	Bid Money	Accounting
	Receive	From
Create accounting advice	Accounting Advice	Accounting

### PROCESS: 1.1.1.1.3.1.1.2.5.3.2 Determine High Bidder

Interface Description	Receive	From
Return low bids	Low Bids	Accounting

### PROCESS: 1.1.1.1.3.1.3.1 Receive Renewal Application

Interface Description	Send	To
Process renewal application	Filing Fee	Accounting
	Receive	From
Create accounting advice	Accounting Advice	Accounting

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3600 SALABLES

### PROCESS: 1.1.1.3.3 Material Disposal

Interface Description	Send	To
Process bid deposit	Bid Deposit	Accounting
Interface Description	Receive	From
Process bid deposit return	Voucher	Accounting

### PROCESS: 1.1.1.3.4 Compliance Monitoring

Interface Description	Receive	From
Issue receipt	Receipt	Accounting
	Send	To
Forward costs for permittee	Reclamation Costs	Accounting
	Send	To
Process royalty payment	Royalty Payment Accounting Advice	Accounting

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## CASE TYPE: 3800 LOCATABLES

PROCESS: 1.1.1.2.2.3 Compliance Monitoring

Interface Description	Send	To
Attach bond for reclamation costs	Reclamation Costs	Accounting

PROCESS: 1.1.1.2.3.2 Mineral Patent Adjudication

Interface Description	Send	To
Process purchase fees	Fees	Accounting
	Receive	From
Receive receipt	Receipt	Accounting

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## GLOBAL CASE PROCESSING: ASSIGNMENTS

### PROCESS: 1.1 Receive the Application

Interface Description	Send	To
Process filing fee	Filing Fee	Accounting
	Receive	From
Finalize accounting advice	Accounting Advice	Accounting

GLOBAL CASE PROCESSING: DOCKET

### PROCESS: 1 Establish Case File

Interface Description	Send	To
Create new case file	Money Accounting Advice	Accounting

GLOBAL CASE PROCESSING: BASELINE RECORDS

### PROCESS: 1.1.2 Post Fees and Prepare Accounting Advice

Interface Description	Send	To
Process fees received from an applicant	Fees Accounting Advice	Accounting

### PROCESS: 1.3.2 Fees for Copies - Copy Work Accounts

Interface Description	Send	To
Process collection of monies for copies	Fees	Accounting

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## GLOBAL CASE PROCESSING: BOND AND SURETY

### PROCESS: 1 Initial Processing

Interface Description	Receive	From
Begin default process	Default Request	MMS for leasable minerals or appropriate BLM office for other case types

### PROCESS: 2 Adjudicate Bonding

Interface Description	Send	To
Process acceptable bond	Acceptance Decision	MMS for leasable minerals or appropriate BLM office for other case types

### PROCESS: 3 Adjudicate Default

Interface Description	Send	To
Process the default	Demand for Compliance Default Decision Corrective Action Notice	MMS for leasable minerals or appropriate BLM office for other case types
	Receive	From
	Correction Action Notice	MMS for leasable minerals or appropriate BLM office for other case types



# ACCOUNTING INTERFACES WITH CASE PROCESSING

## GLOBAL CASE PROCESSING: BOND AND SURETY

PROCESS: 4 Adjudicate Termination

Interface Description	Receive	From
-----	-----	-----
Process the termination	Audit Assessment Report	MMS for leasable minerals or appro- priate BLM office for other case types
	Send	To
	-----	-----
	Modify Bond Decision Objection Decision Termination Decision Period of Liability Terminated In Part Decision	MMS for leasable minerals or appro- priate BLM office for other case types

# ACCOUNTING INTERFACES WITH CASE PROCESSING

## GLOBAL CASE PROCESSING: RESOURCE EVALUATION

### PROCESS: 1.1.4.2.2 Funding

Interface Description	Send	To
Process funds	Fees Accounting Advice	Accounting
	Receive	From
Consultant/agency fees	Authorization	Accounting

### PROCESS: 1.3.3 Public Notification

Interface Description	Receive	From
Pay for public notice	Funds	Accounting

### PROCESS: 3.2.1.3 Sampling and Testing

Interface Description	Send	To
Process funds	Fees	Accounting
	Receive	From
Consultant/agency fees	Funds	Accounting

## ACCOUNTING INTERFACES WITH CASE PROCESSING

### GLOBAL CASE PROCESSING: TRESPASS

#### PROCESS: 2 Determine Trespasser

Interface Description	Receive	From
Close case if negotiated	Accounting Advice	Accounting

#### PROCESS: 3 Issue Demand Letters

Interface Description	Receive	From
Close case if negotiated	Accounting Advice	Accounting

### GLOBAL CASE PROCESSING: ALASKA SURVEYS

#### PROCESS: 8.2 Survey Approval and Distribution

Interface Description	Receive	From
Receive actual cost of survey	Actual Cost	Accounting









Automated Land and Mineral  
Record System  
ALMRS

Global Processes

\* Acreage Control \*

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

National Systems & Research Co.  
7150 Campus Drive, Suite 255  
Colorado Springs, Colorado 80918



## TABLE OF CONTENTS

### CHAPTER

1. INTRODUCTION
2. DATA FLOW DIAGRAMS
3. PROCESS LIST
4. INPUT/PROCESS/OUTPUT NARRATIVES
5. DATA DICTIONARY AND CROSS REFERENCE LIST





## CHAPTER 1

### INTRODUCTION

This document describes the current system for tracking and limiting the number of acres held by an individual, corporation, or state either as a result of conveyance or under lease, given a specific case type. The entitlement or restriction may be set by an Act of Congress, such as the Alaska Native Claims Settlement Act (ANCSA), or given by the Code of Federal Regulations, such as 43 CFR 3101.2 - Acreage Limitations for Oil and Gas Leases.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of controlling acreage; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



## CHAPTER 2

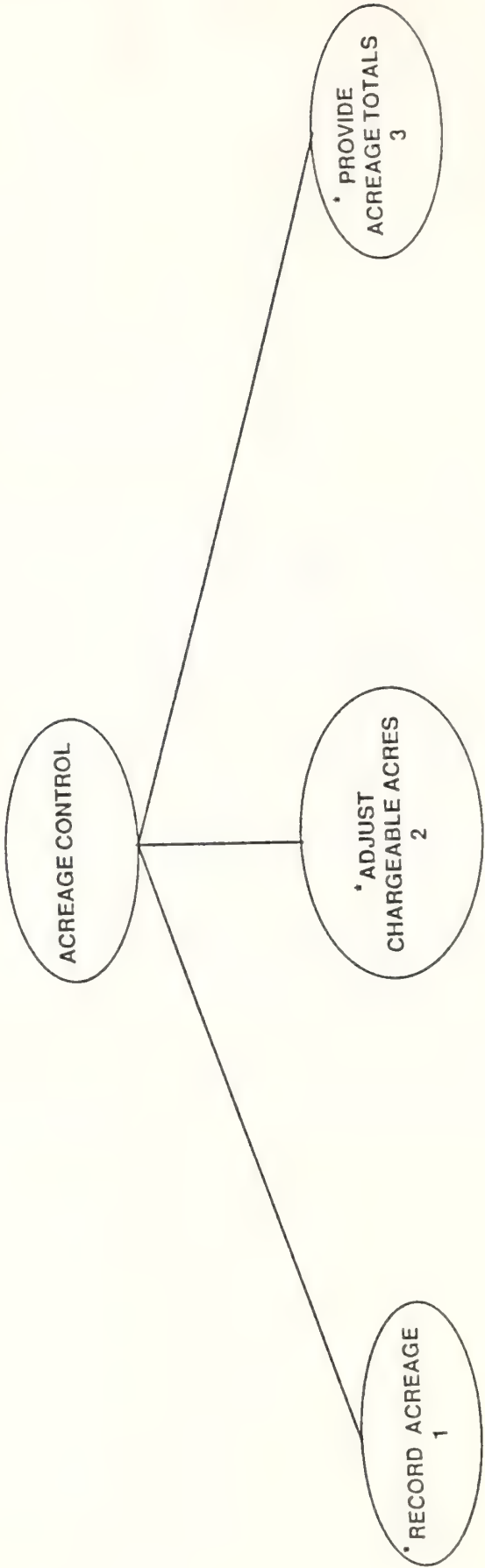
### DATA FLOW DIAGRAMS

The current method by which acreage is controlled is presented here as a data flow diagram showing the sources and destinations of data, identifying and naming processes, identifying and naming data that connect sources and destinations of data, and describing data stores that are accessed. Each process is identified by a numeric identifier. The processes of acreage control are at a primitive level.

Standard representations on the DFDs are:

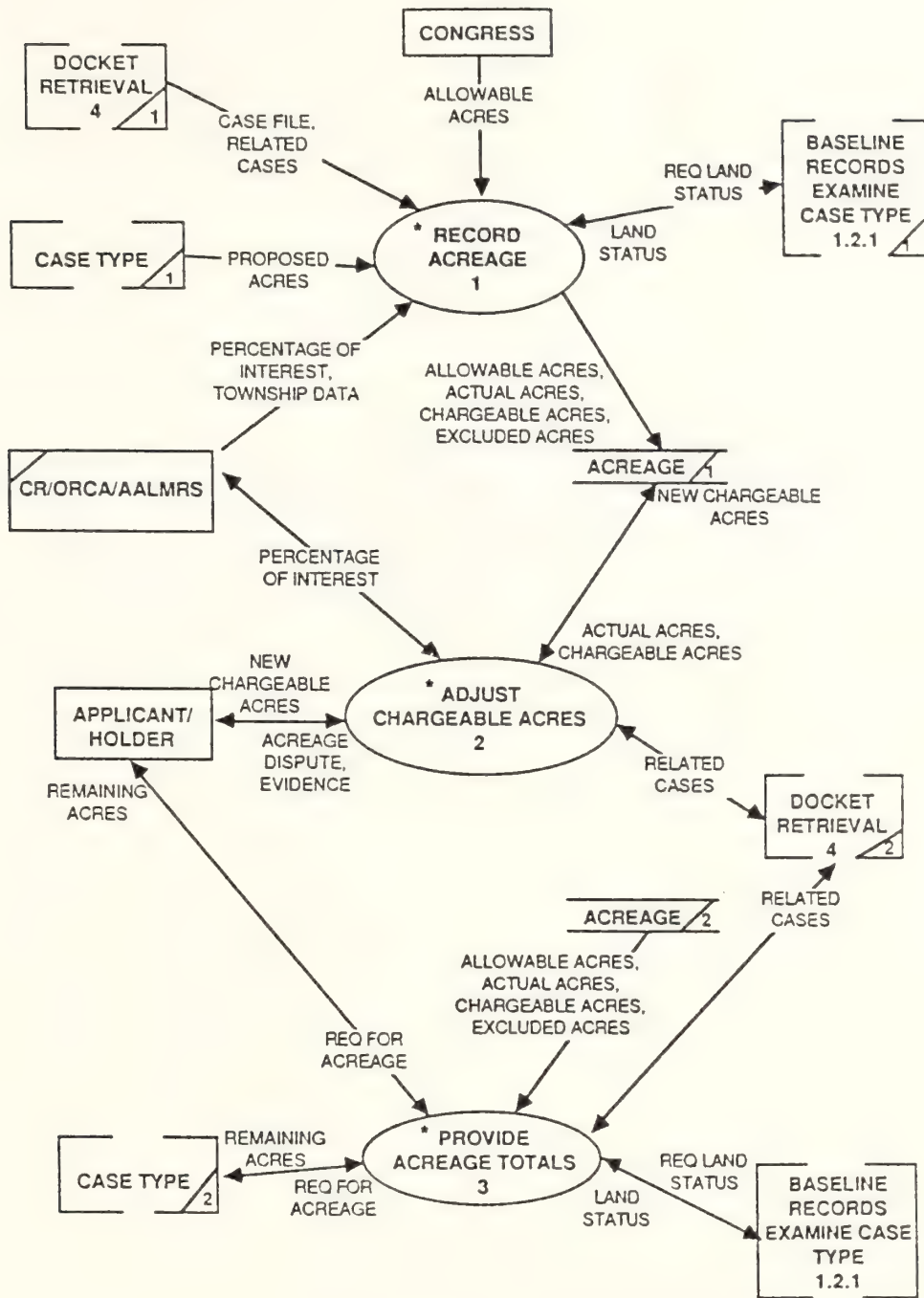
1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing.

ACREAGE CONTROL VISUAL TABLE OF CONTENTS



CASE TYPE: GLOBAL PROCESS  
 DIAGRAM NAME: ACREAGE CONTROL  
 IDENTIFIER:

DFD: 1 OF 1  
 DATE: 4/13/87  
 LEVEL:







## CHAPTER 3

### PROCESS LIST

The following table lists all processes (in alphabetical sequence) defined on the Data Flow Diagram in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
2	Adjust Chargeable Acres	1	2-3	4-4
3	Provide Acreage Totals	1	2-3	4-5
1	Record Acreage	1	2-3	4-2

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagram in Chapter 2.

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Record Acreage

Identifier: 1

Parent Process Name: Acreage Control

Description: Track the number of acres conveyed or leased to an individual, corporation or state by case type pursuant to regulations or laws governing allowable acreage.

Policies/Procedures: May be appropriate for any case type; e.g., ANCSA or 43 CFR 3101.2 for Oil and Gas.

Constraints: Case Recordation/ORCA does not track all types of interest in a lease. For R&PP sales, look at total acreage before decision is issued. Any acreage over the specific limitation for R&PPs will be suspended until the next calendar year. During that next calendar year the remaining acreage may be processed (up to the C4 limit).

Input	Process	Output
Proposed Acres (Other Case Types)	Receive a decision to convey or lease land.	
Allowable Acres (Congress)	Determine if the conveyance or lease is subject to a law or regulation limiting acreage under the specific case type by individual, corporation, or state.	
Case File Related Cases (Docket)	If a limitation applies to the specific case, gather back- ground material as required from the case file as well as related cases (other cases involving the same individual, corporation, or state).	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If there is a problem determining actual acreage, do a land status check.	Req Land Status (Records)
Land Status (Records)   Percentage of Interest (CR/ORCA/AALRS)	Determine chargeable and excluded (non-chargeable acres) -- get the percentage of interest for each party to the case and prorate the acreage accordingly (interest relationships may not apply based on the specific case type).	Allowable Acres Actual Acres Chargeable Acres Excluded Acres (Acreage)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjust Chargeable Acres

Identifier: 2

Parent Process Name: Acreage Control

Description: Adjustments to the acreage figures may be required due to mischarged acres or a change in the status of the individual, corporation, or state. It is uncommon that the allowable acres changes but this may occur.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Acreage Dispute Evidence (Applicant/Holder)	The holder of land under a specific case type or an applicant attempting to hold more land under a case type may dispute the acreage totals maintained by BLM or merely report some change that affects the acreage totals. A dispute is typically initiated by the applicant/holder.	
Actual Acres Chargeable Acres (Acreage) Related Cases (Docket) Percentage of Interest (CR/ORCA/AALRS)	Gather all pertinent information to compare against the evidence provided and re-determine the chargeable acres.	
	Update the acreage with new acres if a correction is made.	New Chargeable Acres (Acreage) (Applicant/Holder)
	Make changes, if any, to the interest percentage. Maintain in a recordation system. Return Related Cases to Docket.	Percentage of Interest (CR/ORCA/AALRS) Related Cases

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Provide Acreage Totals

Identifier: 3

Parent Process Name: Acreage Control

Description: Provide, upon request, the remaining number of acres available for conveyance of lease for an individual, corporation, or state. Note: Although this process is a query management function, it is presented for clarity in acreage control.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Req for Acreage (Applicant/ Holder) (Other Case Types)	Receive a request from the applicant/holder or from an adjudicator working on a specific case.	
Allowable Acres Actual Acres Chargeable Acres Excluded Acres (Acreage)	Get all acreage totals for individuals, corporation, or state per request. If there are questions concerning the acreage totals, request land status check.	Req Land Status (Records)
Land Status (Records) Related Cases (Docket)	Check acreage totals using land status and related case files, if necessary.	
	Respond to requestor with acreage remaining in the legal entitlement for the individual, corporation, or state.	Remaining Acres (Applicant/ (Other Case Types)
	Return Related Cases to Docket. Related Cases	



## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the chapter lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Acreage Dispute
Abbreviation	
Description	Individual, corporation, or state disagrees with the BLM totals of acreage for a specific case type.
Data Type	Aggregate
Ability to View	All
Ability to Update	All
Definition	\$Letter



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Actual Acres
Abbreviation	
Description	Total number of acres held through conveyance or lease by an individual, corporation, or state.
Data Type	Data Element
Ability to View	All
Ability to Update	BLM
Definition	\$Land Measurement

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Allowable Acres
Abbreviation	
Description	The number of acres a single individual, corporation, or state may hold for a specific case type by regulation or Act of Congress.
Data Type	Data Element
Ability to View	All
Ability to Update	BLM
Definition	\$Land Measurement

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	CF
Description	The file folder holding all case related source documents.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Correspondence + \$Source Documents + \$Reports

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Chargeable Acres
Abbreviation	
Description	The number of acres by case type charged against the allowable acres for an individual, corporation, or state.
Data Type	Data Element
Ability to View	All
Ability to Update	BLM
Definition	\$Land Measurement

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Evidence
Abbreviation	
Description	Information supplied by an individual, corporation, or state in support of an acreage dispute/change.
Data Type	Aggregate
Ability to View	All
Ability to Update	All
Definition	\$Letters + \$Source Documents

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Excluded Acres
Abbreviation	
Description	Acres held by an individual, corporation, or state that will not be charged against their entitlement.
Data Type	Data Element
Ability to View	All
Ability to Update	BLM
Definition	\$Land Measurement



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Status
Abbreviation	
Description	The current status of land including ownership and uses.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	\$Ownership + \$Uses

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	New Chargeable Acres
Abbreviation	
Description	Recomputed chargeable acres.
Data Type	Data Element
Ability to View	All
Ability to Update	BLM
Definition	\$Land Measurement

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Percentage of Interest
Abbreviation	
Description	The percentage of interest (from 0 to 100%) that an individual, corporation, or state shares in a particular case.
Data Type	Data Element
Ability to View	All
Ability to Update	BLM
Definition	\$Percentage

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Proposed Acres
Abbreviation	
Description	This includes conversion of acres to appraisal dollar amount that is used to debit the Cook Inlet Region, Inc. (CIRI) entitlement.
Data Type	Data Element
Ability to View	All
Ability to Update	BLM
Definition	\$Land Measurement

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Related Cases
Abbreviation	
Description	Case files related to the same case type and individual, corporation, or state.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	{Case File}

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Remaining Acres
Abbreviation	
Description	The number of acres left in an individual's, corporation's, or state's entitlement for a given case type.
Data Type	Data Element
Ability to View	All
Ability to Update	BLM
Definition	\$Land Measurement



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Acreage
Abbreviation	
Description	A request for the acreage totals for an individual, corporation, or state under a specific case type.
Data Type	Aggregate
Ability to View	All
Ability to Update	N/A
Definition	\$Memo

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Land Status
Abbreviation	Req Land Status
Description	Request records to supply the land status of one or more cases related to an individual, corporation, or state to check acreage totals.
Data Type	Aggregate
Ability to View	All
Ability to Update	N/A
Definition	\$Memo

## DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation  
Data Name

Req Land Status  
Request for Land Status







Automated Land and Mineral  
Record System  
ALMRS

Global Processes

\* Appeals \*

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

National Systems & Research Co.  
7150 Campus Drive, Suite 255  
Colorado Springs, Colorado 80920





## CHAPTER 1

### INTRODUCTION

The purpose of this document is to describe the current system for processing appeals pursuant to 43 CFR (Code of Federal Regulations), sections 1840 and 1850 and Part IV.

An appeal is a process initiated by individuals or party (i.e., appellant) to challenge a previously formulated BLM decision for a specified case. The appeal is taken to the Interior Board of Land Appeals (IBLA) for settlement. The BLM may also initiate an appeal of a decision by the IBLA.

This document is organized as follows: Section 1 - Introduction explaining the scope and structure of the document; Section 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for appeals Section 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Section 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Section 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



## CHAPTER 2

### DATA FLOW DIAGRAMS

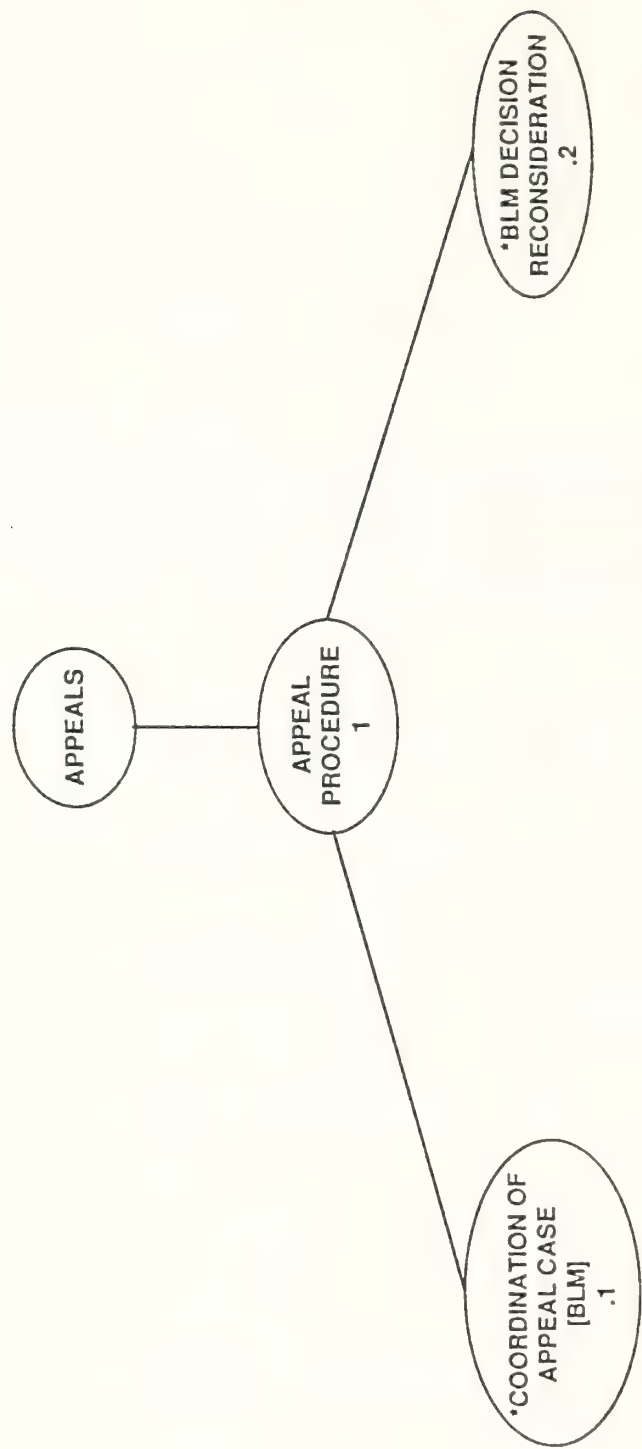
The current appeal program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

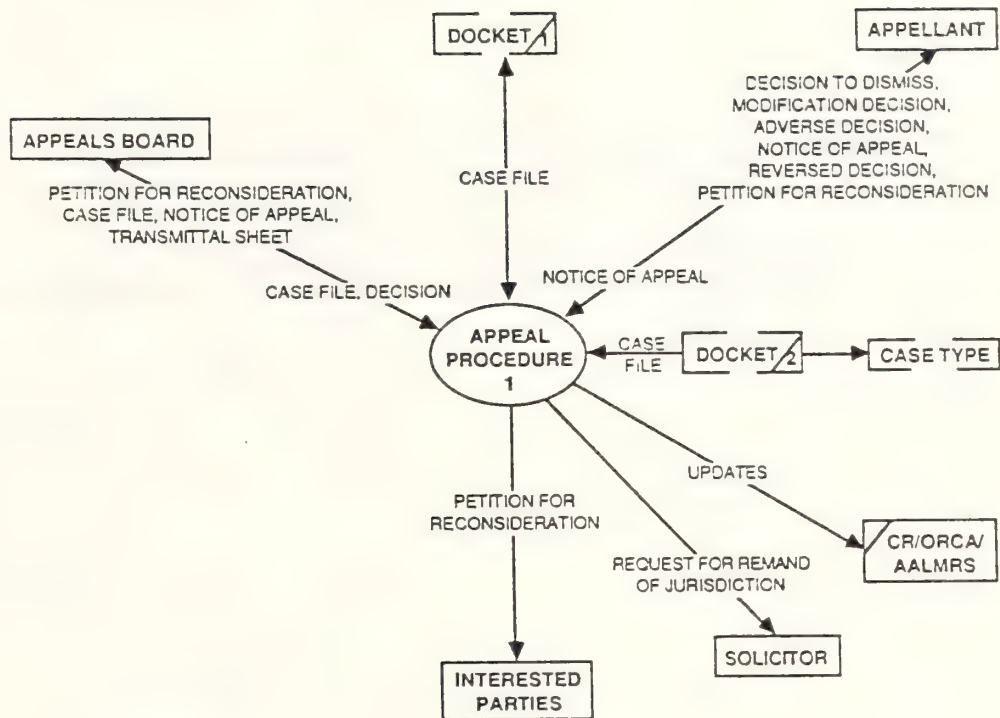
When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

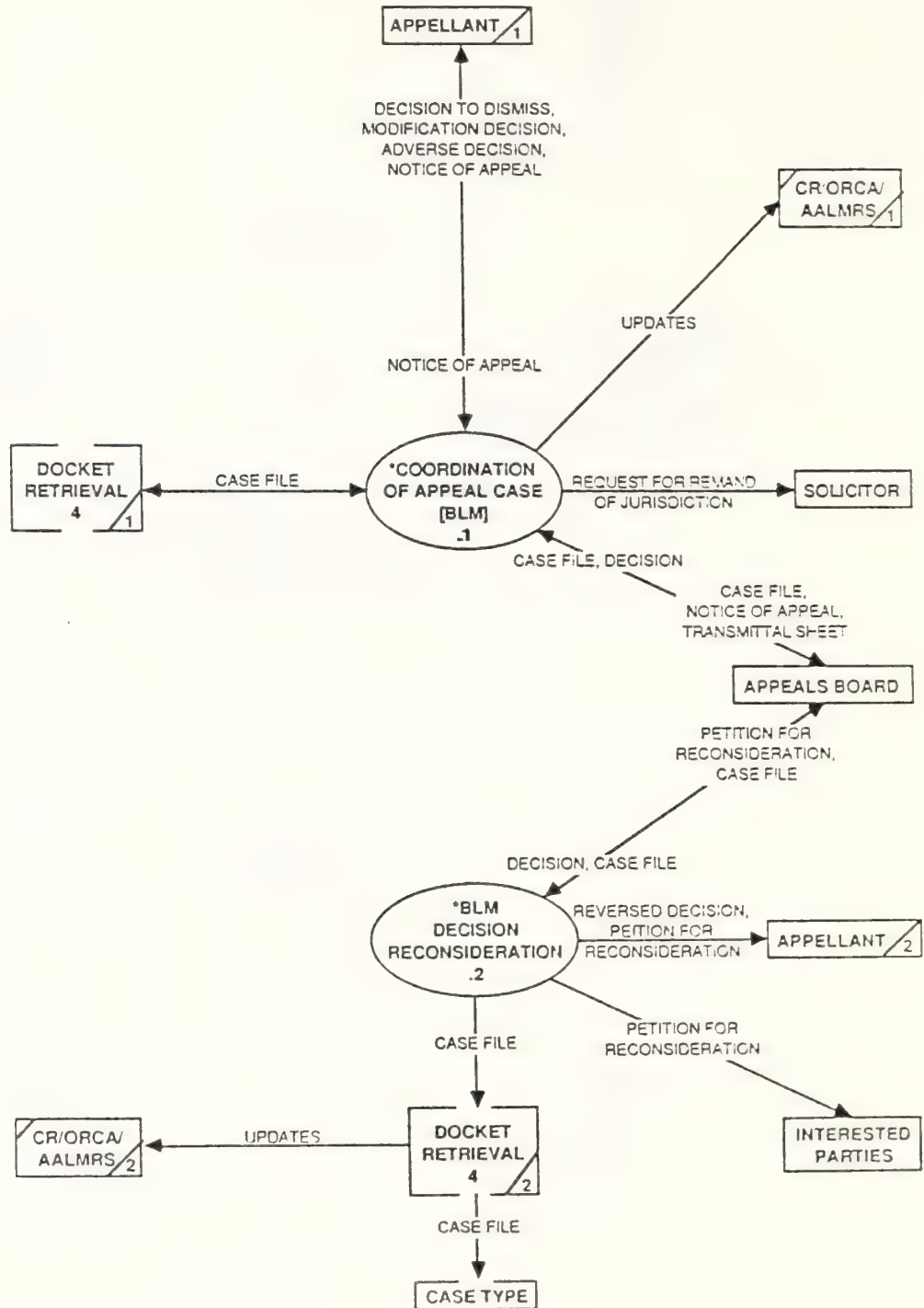
Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing;
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

APPEALS VISUAL TABLE OF CONTENTS









## CHAPTER 3

### PROCESS LIST

The following table lists all processes (in alphabetical sequence by process name) that are defined on the Data Flow Diagrams appearing in Section 2. The Section 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Section 4 narrative for that process is also listed.

## PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1	Appeal Procedure	1	2-3	
1.1	Coordination of Appeal Case [BLM]	2	2-4	4-2
1.2	BLM Decision Reconsideration	2	2-4	4-4

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Section 2.

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Coordination of Appeal Case

Identifier: 1.1

Parent Process Name: Appeal Procedure

Description: An appeal must be filed in the proper office as there is a timely filing requirement and only the proper office can transfer the case file to IBLA, Office of Hearings and Appeals (OHA), or the Indian Board of Land Appeals.

Policies/Procedures: 43 CFR, 1840; 43 CFR, 1850; 43 CFR, 3809; Subtitle A, Part 4.

Constraints: A case cannot be taken to the Court System until the Administrative Process (IBLA) has been exhausted. The BLM, once an appeal has been filed, has 5 days to send it to an Appeals Board. BLM can take no action on a file once the appeal is filed as jurisdiction is now with the Appeals Board. The BLM may have the Regional Solicitor request remand of the case.

Input	Process	Output
Notice of Appeal (Appellant)	The BLM determines if the Notice was filed in the proper BLM office (that office that issued the decision being appealed) or whether the appellant had a right of appeal. If not, the Notice is dismissed by decision to the sender (an appealable decision).	Decision to Dismiss Notice of Appeal (Appellant)
Case File (Docket)	If correctly filed, it is accepted and adjudicated to determine its timeliness in accordance with the criteria in 43 CFR 4.410 (Subpart E). If timely filed, a dummy Case File is made and the Notice of Appeal, a transmittal sheet (Form 1842-2), and the original Case File are sent to Appeals Board.	Notice of Appeal Transmittal Sheet Case File (Appeals Board)

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The dummy Case File is sent to Docket.	Case File (Docket)
	For 43 CFR 3809 cases, an interim appeal level is provided for at the State Director (SD) level. If the SD responds unfavorably to the BLM decision, adjudication rescinds it and drafts a new Modification Decision in accordance with the SD directive. If the SD upholds the BLM decision, the regular appeal process is continued. The SD issues an Adverse Decision to the appellant which is appealable.	Modification Decision (Appellant) Adverse Decision (Appellant)
	At any time prior to the Appeals Board decision, BLM can ask the Regional Solicitor to petition the Board to remand jurisdiction of the case to BLM so that the decision can be modified based on new evidence or error.	Request for Remand of Jurisdiction (Solicitor)
Case File Decision (Appeals Board)	The Appeals Board can concur and send the Case File and decision to the BLM or it can refuse and retain jurisdiction.	
	Update Case Recordation.	Updates (Case Recordation/ ORCA/Alaska ALMRS)
	Docket files an out card until the Case File is returned to the BLM from the Appeals Board.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: BLM Decision Reconsideration

Identifier: 1.2

Parent Process Name: Appeal Procedure

Description: If the Appeals Board reverses the BLM decision, or believes that further adjudication is required, the file is remanded to the BLM for corrective action. If the Board concurs, the Case File is returned for the next required action. Docket is used to transmit the Case File between processes. Case Processing refers to the actual case type and the process that generated the appeal (i.e., oil and gas, coal, locatables).

Policies/Procedures: 43 CFR, 1840; 43 CFR, 1850; 43 CFR 3809; Subtitle A, Part 4.

Constraints: The BLM is bound by the Appeals Board decision, although the BLM may petition the Board for reconsideration.

Input	Process	Output
Decision Case File (Appeals Board)	Appeals Board sends Decision to Appellant and Decision and Case File to the BLM.	
	If the BLM wants a reconsideration, send a Petition for Reconsideration and Case File with new evidence or reasoning to the Appeals Board and notify appellant and Interested Parties.	Petition for Reconsideration Case File (Appeals Board) Petition for Reconsideration (Appellant, Interested Parties)
	If no reconsideration is merited, the BLM issues a new Reversed Decision based on the Board's directive, the dummy Case File is destroyed, and the original Case File goes to Case Processing.	Reversed Decision (Appellant) Case File (Case Processing)

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If the BLM decision is upheld, destroy dummy Case File and send original Case File to Case Processing.	Case File (Case Processing)
	If the Board remands the decision for further adjudication and fact finding, the dummy Case File is destroyed and the original Case File is sent to Case Processing for the research and decision.	Case File (Case Processing)
	Update Case Recordation.	Updates (Case Recordation/ ORCA/Alaska ALMRS)





## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the section lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Adverse Decision
Abbreviation	
Description	For 43 CFR 3809 cases. The State Director does not accept the appellant's appeal and issues an Adverse Decision.
Data Type	Record
Ability to View	Appellant
Ability to Update	BLM
Definition	Appellant Name + \$Appellant Address + \$Case Type + \$Case Number + \$Date + \$Decision

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	
Description	A case file is the documented processing of a case. Case processing is a means to work through an action and track that action to the land records.
Data Type	Set
Ability to View	All
Ability to Update	BLM/Applicant
Definition	\$Application + \$Receipt(s) + \$Abstract + \$Activity and Field Reports

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision
Abbreviation	
Description	The decision from the Appeals Board is sent to the BLM and the appellant. A decision is a determination arrived at after consideration of facts and law. Decision includes the new decision which may be issued.
Data Type	Data flow
Ability to View	All
Ability to Update	IBLA
Definition	\$Written order

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision to Dismiss
Abbreviation	
Description	Decision to Appellant indicating that the appeal was not filed in the correct office or that the appellant has no right of appeal.
Data Type	Record
Ability to View	Appellant
Ability to Update	BLM
Definition	\$Appellant Name + \$Appellant Address + \$Case Number + \$Case Type + \$Date + \$Decision

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Modification Decision
Abbreviation	
Description	Used for 43 CFR 3809 cases. The State Director agrees with the appellant and the BLM issues a new Modification Decision.
Data Type	Record
Ability to View	Appellant
Ability to Update	BLM
Definition	\$Appellant Name + \$Appellant Address + \$Case Type + \$Case Number + \$Date + \$Decision



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Appeal
Abbreviation	
Description	A notice of appeal is a letter that is sent to BLM and the regional solicitor from an appellant. This notice is an application to BLM for corroboration, vindication, or decision.
Data Type	Data flow
Ability to View	All
Ability to Update	N/A
Definition	\$Letter

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Petition for Reconsideration
Abbreviation	
Description	Petition to Appeals Board requesting a reconsideration of an appeal case.
Data Type	
Ability to View	All
Ability to Update	BLM
Definition	\$Appellant Name + \$Appellant Address + \$Case Type + \$Case Number + \$Date + \$Petition

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Reversed Reconsideration
Abbreviation	
Description	The decision starting the corrective action to be taken by the BLM.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Memo

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Remand of Jurisdiction
Abbreviation	
Description	Used to request that the solicitor attempt to remand the case from the Appeals Board to the BLM.
Data Type	Record
Ability to View	Solicitor
Ability to Update	BLM
Definition	\$Appellant Name + \$Appellant Address + \$Case Type + \$Case Number + \$Date + \$Authorized Officer + \$Request

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Transmittal Sheet
Abbreviation	
Description	The transmittal sheet documents actions of the appeal case.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Form 1842-2

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Updates
Abbreviation	
Description	Updates reflect the decision of the adjudicator and Appeals Board and are entered in Case Recordation/ORCA/Alaska ALMRS.
Data Type	Data Flow
Ability to View	All
Ability to Update	BLM
Definition	Decision + \$Information (from adjudicator)







Automated Land and Mineral  
Record System  
ALMRS

Global Processes

★ Assignments ★

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

National Systems & Research Co.  
7150 Campus Drive, Suite 255  
Colorado Springs, Colorado 80918



## CHAPTER 1

### INTRODUCTION

This document describes the current system for processing leasable mineral assignments pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 3106 Oil and Gas - Assignments and Other Transfers
2. 3241 Geothermal - Assignments and Transfers
3. 3453 Coal - Transfers by Assignment, Sublease or Otherwise
4. 3506 Solids OTC - Assignments and Subleases

Assignments and subleases is the process used to transfer a lease, license or permit from one owner to another. The transfer can be for part or all of the lands and can involve more than one lease, license or permit.

Assignments for Rights-of-Way (2800) and Leases and Permits (2900) are not addressed here but in their own processes.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for assignments; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



## CHAPTER 2

### DATA FLOW DIAGRAMS

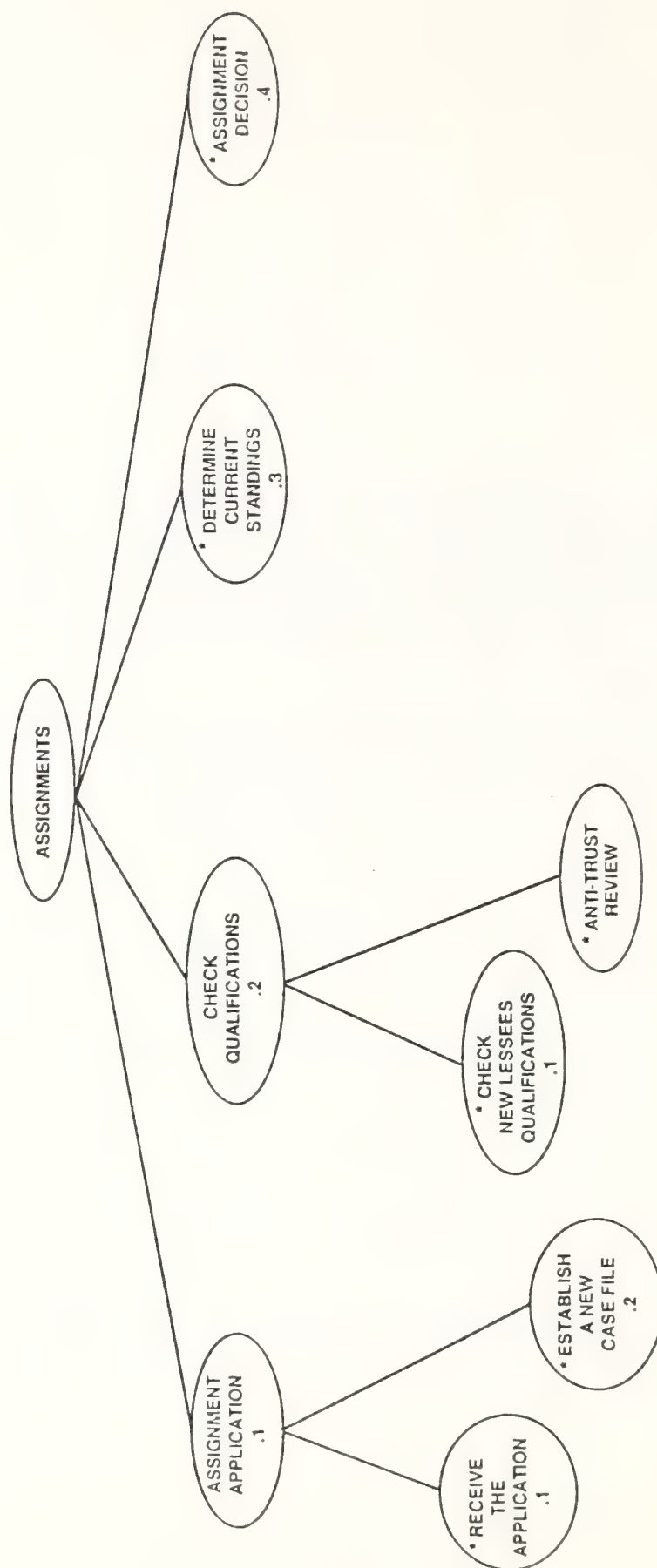
The current assignment process is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

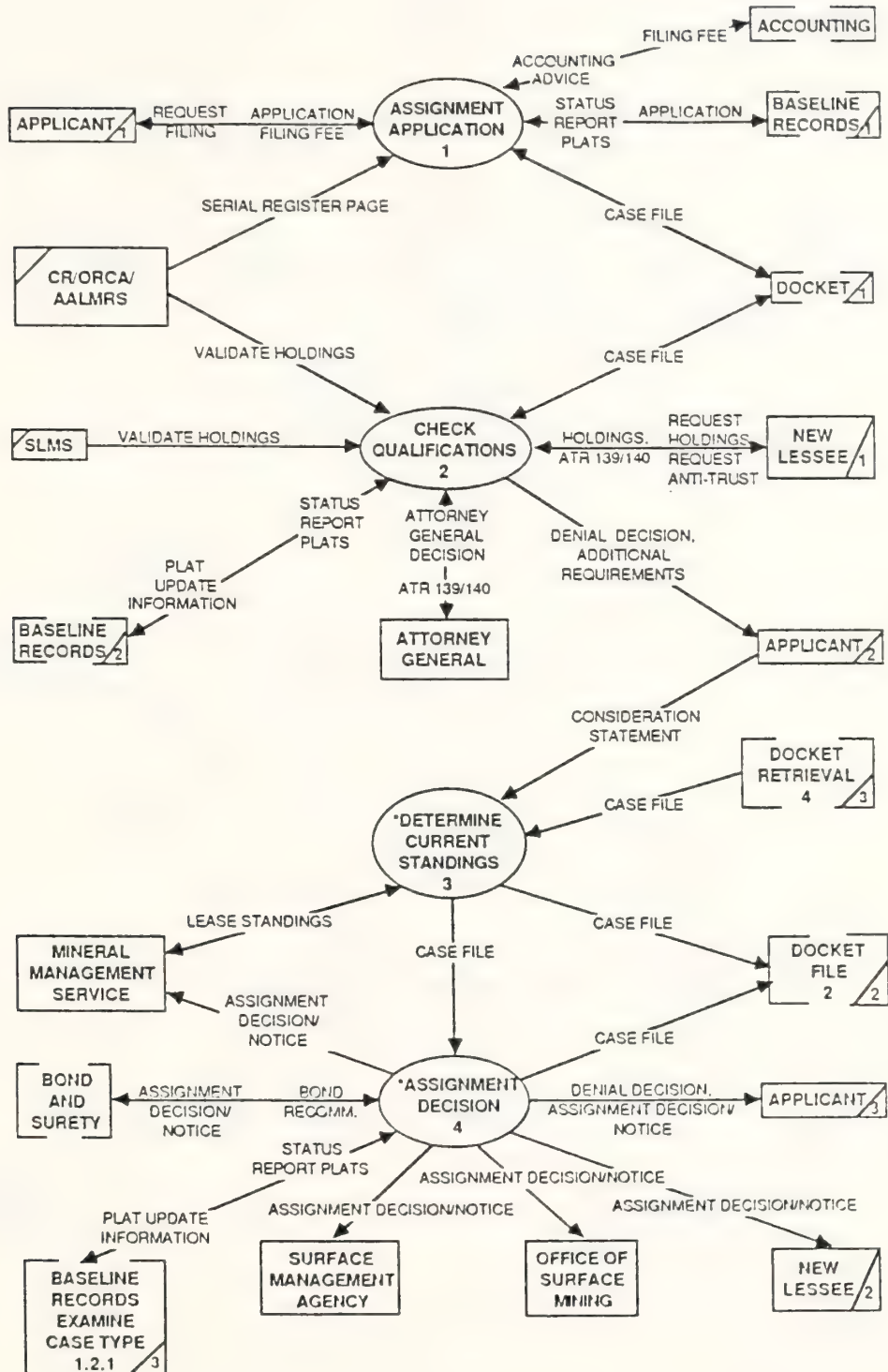
When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

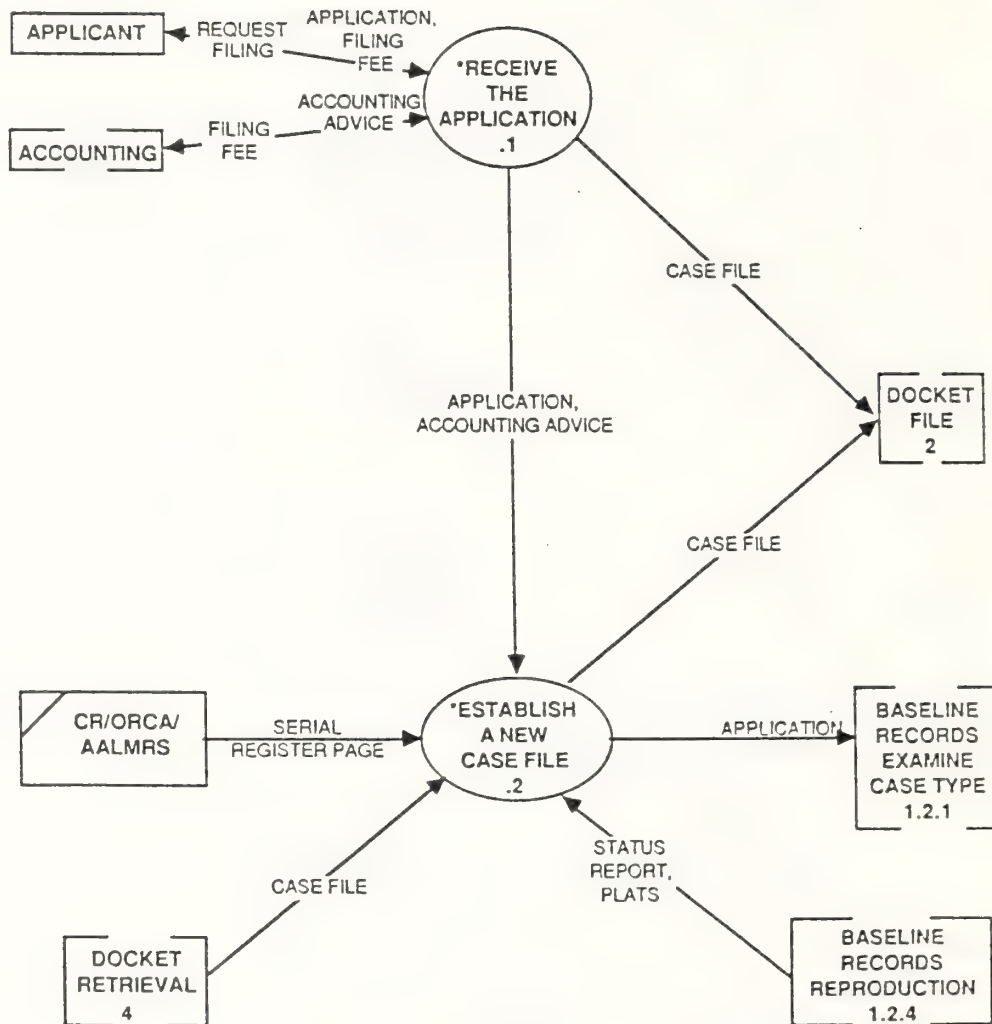
Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing;
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

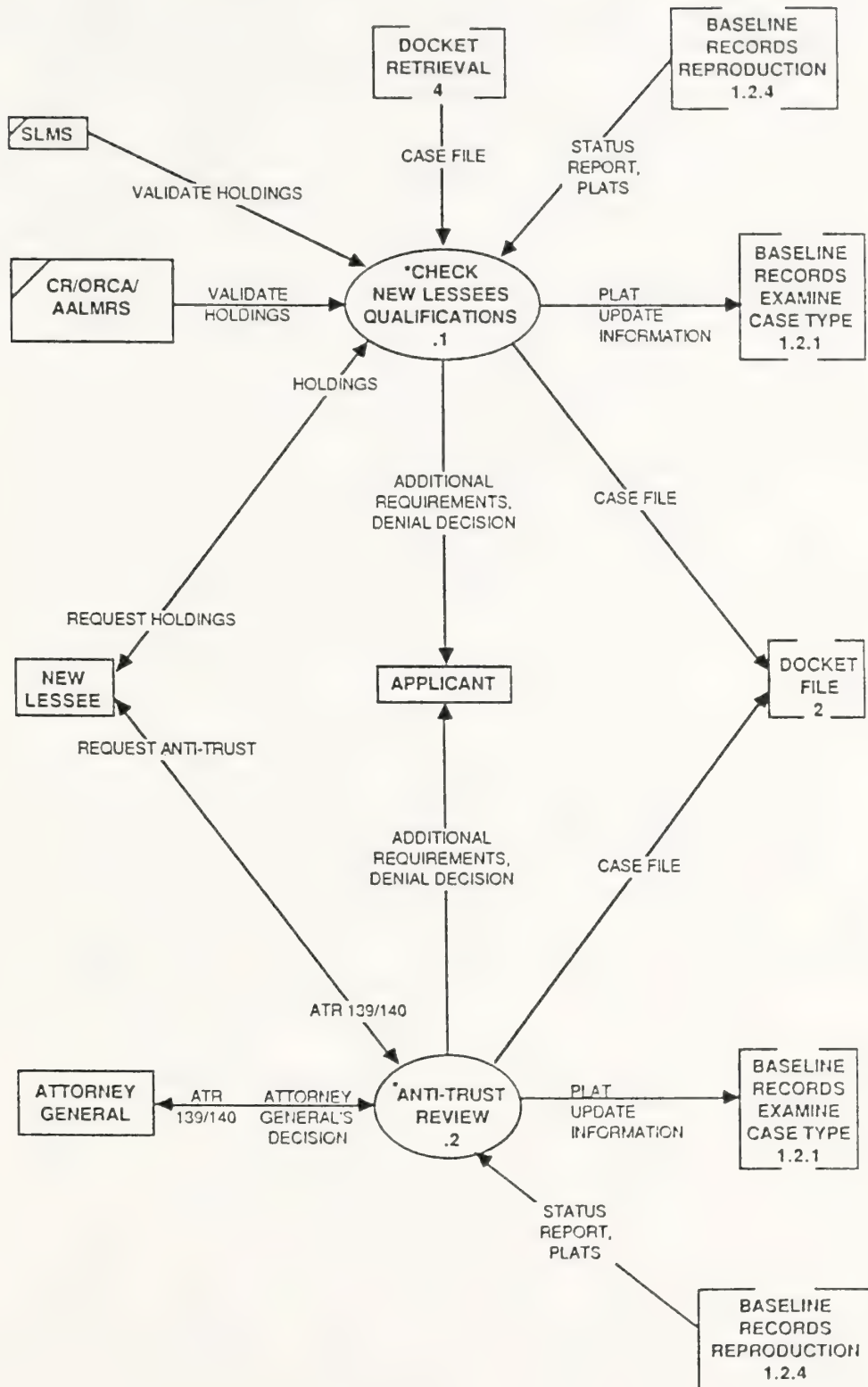
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## CHAPTER 3

### PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
2.2	Antitrust Review	2	2-5	4-12
1	Assignment Application	1	2-3	
4	Assignment Decision	1	2-3	4-4
2.1	Check New Lessee's Qualifications	2	2-5	4-10
2	Check Qualifications	1	2-3	
3	Determine Current Standings	1	2-3	4-2
1.2	Establish a New Case File	2	2-4	4-8
1.1	Receive the Application	2	2-4	4-6

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Determine Current Standings

Identifier: 3

Parent Process Name: Assignments

Description: The current financial standings for a lease are checked. The BLM will not allow the lease to be transferred until rental has been paid. The BLM also receives a consideration statement (for coal) from the applicant. The statement indicates the financial agreement between the applicant and the new lessee.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Lease Standings	The BLM receives Lease Standings from MMS and checks the lists. The BLM will not transfer the lease if the current lease is not in good financial standing.	
Case File	The new lessee's holdings, the qualifications, and any anti-trust data are retrieved from the Case File.	
Consideration Statement	The applicant submits to the BLM a Consideration Statement indicating the agreement between the current lessee and the new lessee. The statement also states the amount the new lessee paid for the lease.	
	For coal assignments, the BLM uses the holdings, the qualifications, the antitrust data, and the Consideration Statement to determine if the assignment is a full arms length deal.	

## INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
 	Send Case File to Assignment Decision.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Assignment Decision

Identifier: 4

Parent Process Name: Assignments

Description: After the application and the new lessee's qualifications have been reviewed, the BLM issues a decision on the lease, license, or permit transfer. If necessary, the Mining Regulation Section or the District or Resource Area office submits a bond recommendation for the new lease, license or permit.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	<p>Receive the Case File from Determine Current Standing.</p> <p>If the adjudicator determines that the lease is not in good financial standing, the lease is not transferred. The BLM sends a Denial Decision to the applicant.</p> <p>The Case File is updated with the Consideration Statement, any correspondence between the BLM and MMS, and optionally a Denial Decision.</p> <p>The BLM issues a decision/notice on the assignment. A copy of the decision/notice is sent to the new lessee, the applicant, the Bond and Surety company, the Mineral Management Service, any affected Surface Management Agency, and if the assignment involves a coal lease, the Office of Surface Mining.</p>	<p>Denial Decision</p> <p>Assignment Decision/Notice</p>



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Bond Recommendation	The BLM also determines a new bond recommendation. If the application was for a partial assignment both the old and new lease, license, or permit will need the bond adjusted.	Bond Recommendation
Status Report Plats	The mineral use plats are finalized with the new lease, license or permit serial number. A final copy of the plats is stored in the Case File.	Plat Update Information
	The Case File(s) are updated with the Assignment Decision/ Notice, the Bond Recommendation, and the Status Report Plats and sent to Docket.	Case File

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Receive the Application

Identifier: 1.1

Parent Process Name: Assignment Application

Description: An individual holding a lease, license or permit that he/she wishes to transfer to another person submits an application and any required filing fees to the appropriate BLM office. If the application is for a total title transfer (where all the lands in the lease are transferred to another party), the old case file is used. If the application is for a partial assignment, a new case file is created and the lease, license or permit is assigned a new serial number. For assignments in part and partial assignments in part, the original case file is used.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Application	The application for an assignment is submitted to the BLM by an applicant who holds a lease, license or permit that he wishes to transfer to another person.	
	The BLM can initiate the assignment process, if they are informed about a holder's death. The adjudicator sends a filing request to the potential new lessee. The filing fee for the assignment is waived.	Request Filing
Filing Fee	Except when the assignment is initiated by a death, the filing fee must accompany the application or the application will not be accepted.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Accounting Advice	<p>The filing fee is sent to the accounting process where it is deposited in an account. Using the information from the application, the accounting process creates an Accounting Advice, which notes the filing fee.</p> <p>If the applicant is requesting a total assignment the Case File for the existing lease is updated with the assignment application and the new Accounting Advice.</p> <p>The Application and Accounting Advice are sent to Establish a New Case File if the Assignment is partial.</p>	<p>Filing Fee</p> <p>Case File</p> <p>Application, Accounting Advice</p>

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Establish a New Case File

Identifier: 1.2

Parent Process Name: Assignment Application

Description: If the application is for a partial assignment, a new Case File must be established and the new part of the lease, license or permit must be entered on the mineral plats and into the case recordation system. In Alaska, there is only one process instead of the interaction with Case Recordation/ORCA and Records. Alaska updates their Alaska ALMRS.

Policies/Procedures: All information pertaining to the assignment is stored in a numbered case file folder. The numbering sequence of the folders does not represent any coding system, except in Alaska where it does represent a coding system for tracking purposes.

Constraints: None.

Input	Process	Output
Application Accounting Advice	The assignment application and the accounting advice are added to the newly created Case File.	
Status Report Plats	The records process uses the lands description in the application to update the mineral plats with the partial assignment data. The new Case File is updated with the Status Report Plats.	Application
Serial Register Page	Using the ALMRS/ORCA system, the data entry personnel enters the information taken from the assignment application into the computer system. ALMRS will track the new lease, license or permit. A copy of the serial register page is included in the new Case File.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Case File	<p>The terms of the existing lease, license, or permit form a base for the new item. The adjudicator retrieves the existing lease, license or permit from Docket and receives the new assignment Case File from Docket.</p> <p>A copy of the application, the accounting advice, the serial register page, the status report plats, and the conditions of the pre-existing lease are stored in the new Case File.</p>	Case File

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Check New Lessees's Qualifications

Identifier: 2.1

Parent Process Name: Check Qualifications

Description: The adjudicator checks the qualifications of the potential new lessee. The new lessee must meet all the qualifications required to hold a BLM lease, license or permit. The number of acres any one person or company can hold for a particular commodity is restricted by the BLM. The adjudicator uses the SLMS database and the CASE RECORDATION/ORCA system to validate the holdings of the new lessee.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File Holdings	The information concerning the holdings of the new lessee are either contained in the assignment application stored in the case file or, upon request, sent to the adjudicator by the new lessee.	Request Holdings
Validate Holdings	To validate the information sent by the new lessee, the adjudicator checks the lessee's holdings in the SLMS database and the CR/ORCA system. All lessees are restricted to the acreage limitations set forth in 43 CFR for federal leases.	
	If the adjudicator determines that the new lessee does not qualify to hold the lease, license or permit, he/she sends a Denial Decision to the applicant.	Denial Decision



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The adjudicator can impose additional requirements on the applicant. These requirements might modify the current lands available for a partial assignment.	Additional Requirements
Status Report Plats	If the new lessee fails to qualify for the lease, license or permit for a partial assignment, the record information is updated. The potential new lease is removed from the plats. Additional Requirements can also change the information contained on the records.	Plat Update Information
	The Case File(s) are updated with the Holding Information and possibly Additional Requirements, new Status Report Plats and a Rejection notice.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Antitrust Review

Identifier: 2.2

Parent Process Name: Check Qualifications

Description: Prior to assigning a coal lease, or National Petroleum Reserve-Alaska (NPR-A) lease, the state director must consult with the Attorney General regarding any antitrust considerations that might be violated. The new lessee must submit an antitrust review form to the BLM. The form is transferred to the Attorney General. The Attorney General has 30 days to determine if there would be any inconsistencies with the antitrust laws.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
ATR 139/140	The BLM requests that the high bidders submit an Antitrust Review form. The form is sent to the Attorney General.	Request Antitrust ATR 139/140
Attorney General's Decision	The Attorney General has 30 days to review the information sent by the bidders. If it is determined that assigning the lease would be inconsistent with the antitrust laws, the BLM is notified and the lease is not transferred.	
	If the adjudicator determines that the new lessee does not qualify to hold the lease, he/she sends a Denial Decision to the applicant.	Denial Decision



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The adjudicator can impose additional requirements on the applicant. These requirements might modify the current lands available for a partial assignment.	Additional Requirements
Status Report Plats	If the new lessee fails to qualify for a partial assignment lease, the records information is updated. The new lease is removed from the plats. Additional Requirements can also change the information contained on the records.	Plat Update Information
	Copies of the antitrust review form, any correspondence between the Attorney General and the BLM, and optionally any Additional Requirements, new Status Report Plats, and a Rejection notice are stored in the Case File.	Case File



## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the chapter lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting Advice
Abbreviation	
Description	The Accounting Advice is an accounting tracking system receipt that shows fees paid for actions and products created by the BLM. Fees noted are for items such as Filing Fees, Bonus Bids, Rent, etc.
Data Type	Record
Ability to View	All
Ability to Update	Accounting Dept.
Definition	\$Subject + \$Applicant Information + \$Serial Number + \$Fee Notice

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Requirements
Abbreviation	
Description	Additional Requirements are recommendations, restrictions, and stipulations created by the BLM when reviewing the qualifications for an assignment application.
Data Type	Data Flow
Ability to View	All
Ability to Update	Adjudicator
Definition	{ \$Recommendations + \$Restrictions + \$Stipulations }

## DATA DICTIONARY AND CROSS REFERENCE LIST

-- Data Name	Antitrust Review Forms
Abbreviation	ATR 139/140
Description	The lessee fills out the Department of Justice forms listing his/her coal or NPR-A holdings. The data is confidential and is submitted to both the BLM and the Attorney General in a sealed envelope.
Data Type	Record
Ability to View	BLM Personnel; Confidential Data
Ability to Update	Lessee
Definition	\$Lessee's Holdings

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Application
Abbreviation	
Description	An application for an assignment must contain information on both the applicant and the potential new lessee. The application must contain the serial numbers of the leases, licenses, and permits to be transferred, and a land description. The application must also state the percentage of overriding royalties retained by the applicant and the acreage holdings (for coal) of the potential new lessee.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM Personnel, Applicant
Definition	\$Applicant Information + \$New Lessee Information + \$Lease, License, Permit Data + \$Holdings + \$Land Description + \$Royalties Retained + \$Signature

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Assignment Decision/Notice
Abbreviation	
Description	The Assignment Decision/Notice states the final determination of the BLM concerning a lease, license, or permit assignment. A decision is used if the assignment is denied, a notice for all other purposes. The letter also states any additional requirements imposed on the new lessee. For Oil and Gas Assignments, BLM Assignment forms are used to convey the decision.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel, Adjudicator
Definition	\$Decision + \$Land Description + \$Effective Date + Additional Requirements



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Attorney General's Decision
-----------	-----------------------------

Abbreviation	
--------------	--

Description	The Attorney General decides whether the assignment of a coal or NPR-A lease would be inconsistent with the antitrust laws. The decision can also request additional information from the lessee.
-------------	---

Data Type	Record
-----------	--------

Ability to View	All
-----------------	-----

Ability to Update	N/A
-------------------	-----

Definition	\$Decision
------------	------------

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Recommendation
-----------	---------------------

Abbreviation	
--------------	--

Description	Bond Recommendation is part of a letter or memo between the adjudicator and either the District office or the Mining Regulation Section. It recommends the amount of bond needed to cover either reclamation or rental and royalty rates.
-------------	---

Data Type	Record
-----------	--------

Ability to View	All
-----------------	-----

Ability to Update	BLM Personnel
-------------------	---------------

Definition	\$Recommendation
------------	------------------

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	
Description	A Case File is a series of folders that contain all the information needed for a particular process being performed by the BLM. Case Files are controlled by Docket.
Data Type	Data Store
Ability to View	Parts of a Case File may be Confidential.
Ability to Update	BLM Personnel
Definition	* See Description *

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name                      Consideration Statement

Abbreviation

| Description                      The Consideration Statement, used only for coal, states the agreement made between the current lessee and the potential new lessee. The statement also contains the price the new lessee will pay for the lease, license or permit.

Data Type                      Record

Ability to View                      All

Ability to Update                      N/A

Definition                      \$Transfer Agreement + \$Price

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Filing Fee
Abbreviation	
Description	The filing fee is the money used to cover the required fee charged for filing an application.
Data Type	Elements
Ability to View	All
Ability to Update	BLM
Definition	\$Fee of Filing

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name      Holdings

Abbreviation

Description      The holdings is a letter stating the amount of federal lease acres the potential new lessee currently holds for a coal lease.

Data Type      Record

Ability to View      All

Ability to Update      N/A

Definition      \$Lease Acreage

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Lease Standings
Abbreviation	
Description	MMS notifies the BLM of the standing of the leases.
Data Type	Record
Ability to View	BLM Personnel, Adjudicator
Ability to Update	Mineral Management Service
Definition	\$Financial Standings

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name                      Plat Update Information

Abbreviation

Description                      If the adjudicator determines that changes are  
needed in the land description, he/she sends  
information to the Records Department. In  
Alaska, this is accomplished by updating the  
Alaska ALMRS.

Data Type                      Data Flow

Ability to View                  All

Ability to Update                N/A

Definition                      \$Information



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Denial Decision
Abbreviation	
Description	The Denial Decision is sent to the applicant
	indicating that his/her application has been
	denied and states the reasons for the denial.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	\$Rejection

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name Request Antitrust

Abbreviation

Description The BLM requests that potential new coal or NPR-A lessees submit the Department of Justice antitrust review forms ATR 139 and ATR 140 stating their holdings.

Data Type Record

Ability to View All

Ability to Update N/A

Definition \$Request Data + ATR 139/140

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Filing
Abbreviation	
Description	The BLM can request that a potential new lessee submit documentation concerning the death, qualification to hold lease, and right to inheritance. This request usually follows the death of a lessee.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	\$Request

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Holdings
-----------	------------------

Abbreviation	
--------------	--

Description	The request for the new lessee's holdings can either be verbal or written. The BLM requests that the lessee state the amount of federal lease acres he/she holds by case type and by area.
-------------	--

Data Type	Data Flow
-----------	-----------

Ability to View	All
-----------------	-----

Ability to Update	N/A
-------------------	-----

Definition	\$Request
------------	-----------

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Serial Register Page
Abbreviation	SRP
Description	The Serial Register Page is the hardcopy output from the ALMRS/ORCA/AALMRS Case Recordation System. The Register Page contains the basic applicant information and a land description. The Register Page also shows all the actions taken on an application. This helps the adjudicator track applications.
Data Type	Record
Ability to View	All
Ability to Update	BLM Personnel
Definition	\$Applicant's Name, Address + \$State + \$Case Type + \$Date + \$Serial Number + \$Land Description + \$Tracking Action + \$District Office + \$County + \$Acreage

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Status Report Plats
Abbreviation	
Description	The status report plat is a use plat delineating the proposed lands. The report also contains red lines that indicate any useful information that might be needed by the adjudicator. Optionally a master title plat can be included if the land title is needed. In Alaska, the automated records hold the same data.
Data Type	Set
Ability to View	All
Ability to Update	Records and Titles Dept.
Definition	\$Use Plats + \$Land Description Comments + (\$Master Title Plat)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Validate Holdings
Abbreviation	
Description	Data from the SLMS database and the ALMRS/ORCA/AALMRS system contains the total acreage holding of any potential new lessee for any leasable mineral.
Data Type	Set
Ability to View	All
Ability to Update	BLM Personnel
Definition	\$SLMS Acreage Data + \$ALMRS Acreage Data

# DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	ATR 139/140
Data Name	Antitrust Review Forms

Abbreviation	SRP
Data Name	Serial Register Page







Automated Land and Mineral  
Record System  
ALMRS

Global Processes

\* Bond and Surety \*

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

National Systems & Research Co.  
7150 Campus Drive, Suite 255  
Colorado Springs, Colorado 80918



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3. PROCESS LIST
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5. DATA DICTIONARY AND CROSS REFERENCE LIST



## CHAPTER 1

### INTRODUCTION

This document describes the current system for processing Bond Applications, Terminations, and Defaults pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 2800 Rights-of-Way
2. 3100 Oil and Gas Leasing
3. 3200 Geothermal Resources Leasing
4. 3400 Coal Management
5. 3500 Leasing of Solid Minerals Other Than Coal
6. 3600 Mineral Materials Disposal
7. 3800 Mining Claims Under the General Mining Laws

Bonding is accomplished to ensure that a person or company agrees to comply with the terms of a lease or permit by depositing money or equivalent with the Bureau of Land Management, or by obtaining a bond from a surety company to guarantee that an obligation will be met.

Bond coverage is for all surface and subsurface actions and for royalty obligations, and is required for any lease where authorized development involves surface disturbances and/or drilling of a well. Bond coverage must be continued in full force until all developmental activities, including abandonment of well(s) and reclamation of surface disturbance, have been completed and the Authorized Officer has approved the abandonment and reclamation. Bond coverage also must be continued in full force until all royalty obligations are fulfilled with the MMS Royalty Management Program.

## INTRODUCTION

With a personal bond, the principal furnishes cash or its equivalent to the U.S. for use in correcting a default. A surety bond consists of a promise by the principal and a surety to the U.S. that the surety will correct any default should the principal not do so, or pay up to the limits of the amount of the bond.

Once the bond has been accepted, it can be released, canceled, or terminated only pursuant to its own terms. The U.S. will not release, terminate, or permit the cancellation of the bond until all obligations have been fulfilled or satisfactory replacement bonds have been accepted.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for bond and surety; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



## CHAPTER 2

### DATA FLOW DIAGRAMS

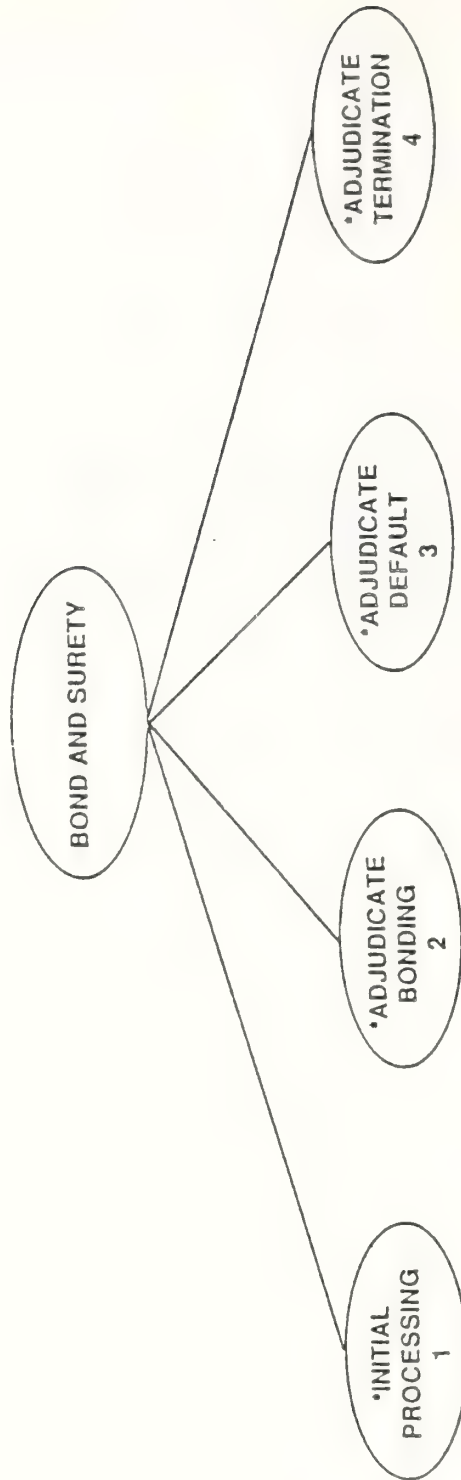
The current Bond and Surety process is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

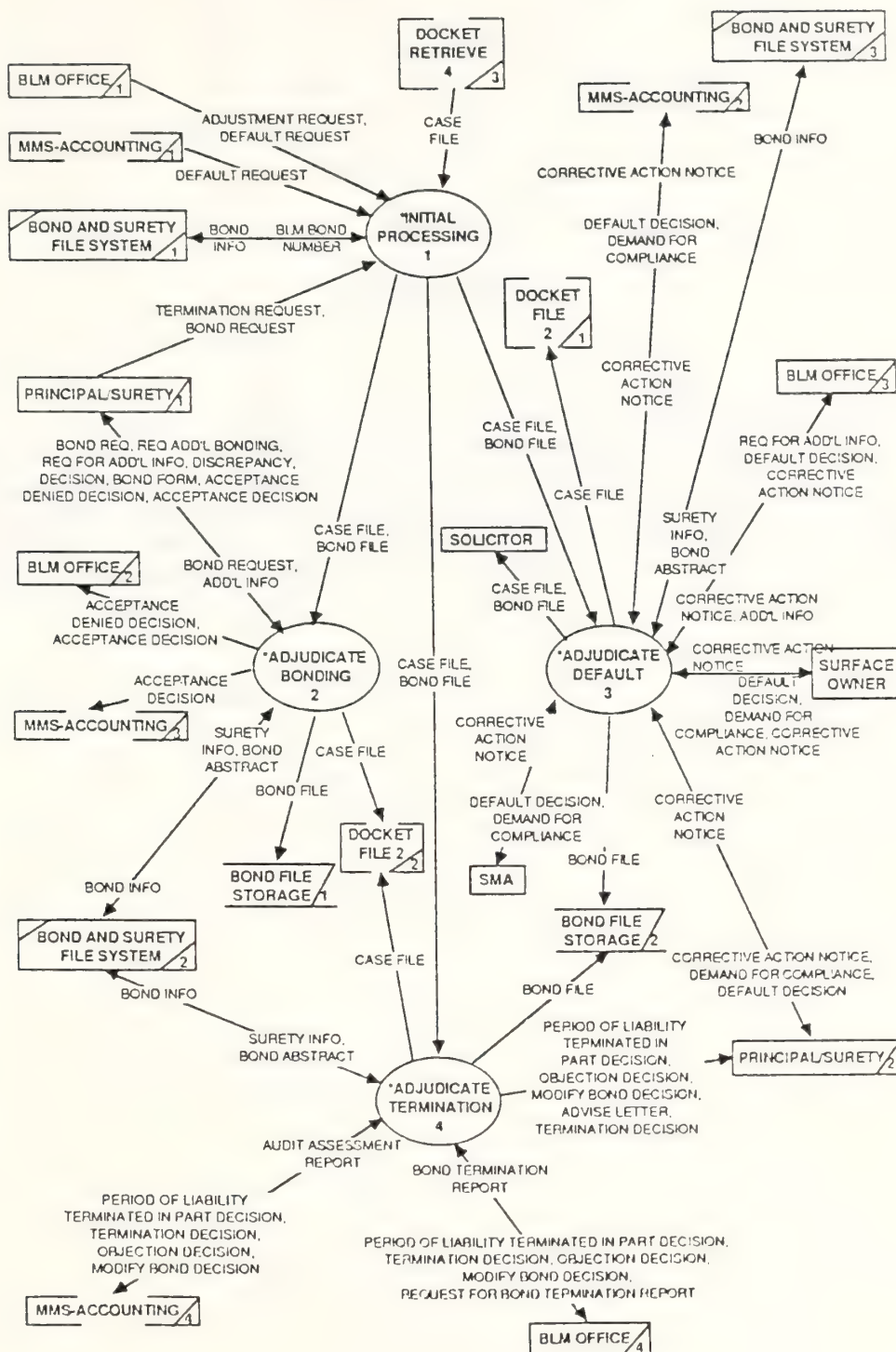
Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing; and,
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

## BOND AND SURETY VISUAL TABLE OF CONTENTS



DFD: 1 OF 1  
DATE: 6/18/87  
LEVEL:





## CHAPTER 3

### PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
2	Adjudicate Bonding	2	2-3	4-5
3	Adjudicate Default	2	2-3	4-7
4	Adjudicate Termination	2	2-3	4-10
1	Initial Processing	1	2-3	4-2

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Initial Processing

Identifier: 1

Parent Process Name: Bond and Surety

Description: Initial Processing is performed on all requests for Bond and Surety type activity. This process will handle requests for Bond acceptance or change, Bond Default action, or Termination of all or part of a bond. Generally, for routine bonding actions, the adjudicator will deal only with the Principal/Surety, who has the responsibility to follow up on bonding. Bond and Surety actions are usually accomplished at the State Office, although Area and District Offices might handle bonding for lands cases such as ROW and R&PP. After some preliminary work, the process will forward the request to the appropriate process for action.

Policies/Procedures: Various sections of 43 CFR provide for bonding in order to process specific cases. These sections include the leasable cases as well as some lands cases.

Constraints: The Bond and Surety File System consists of two parts: the Surety File System that can be updated only at the Washington Office, and the Bond File System, which can have local updates.

Input	Process	Output
Bond Request	Receive Bond Request from Principal/Surety to begin the bonding process. The Bond Request may contain a Bond Form for the Bond or Rider, Power of Attorney for T-Notes or their equivalence (maintained by the Federal Reserve System), or Accounting Advice if cash was given to the cashier.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Default Request	Receive Default Request from MMS or another BLM Office indicating that default action on a bond is necessary.	
Adjustment Request	Receive Adjustment Request from another BLM Office indicating that it is necessary to increase or reduce the amount of bonding based on the special circumstances of the lease.	
Termination Request	Receive Termination Request from Principal/Surety requesting that a bond be terminated in whole or in part.  The incoming paperwork is Date/Time stamped.	
Case File	Receive Case File from Docket. Attach the bond paperwork to the file.  If the Bond Form included with the Bond Request is Form 3104-8 for state or nationwide bonding, create a Bond File for this situation.	
BLM Bond Number	For the 3104-8, receive a BLM Bond Number from the Bond and Surety File System (similar to the Serialized number).  Update the Bond and Surety File System with Bond Information.	Bond Information

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If the request is for bonding or additional bonding, send the Case File or Bond File to Adjudicate Bonding. If the request is for a bond termination or reduction in bonding, send Case File or Bond File to Adjudicate Termination. If the request is for a bond default, send Case File or Bond File to Adjudicate Default.</p>	<p>Case File Bond File</p>

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Bonding

Identifier: 2

Parent Process Name: Bond and Surety

Description: Adjudicate Bonding is the process for reviewing a request for a Bond application, a Bond Rider, or modifications to Bonds (increasing amount).

Policies/Procedures: None.

Constraints: Bonds may be either personal bonds (i.e., cash, T-Bills, cash-equivalence) or Surety bonds. Bonds for lands cases and locatables do not go to MMS. Only leasable mineral nationwide bonds go to MMS.

Input	Process	Output
Case File Bond File	Receive Case File or Bond File from Initial Processing. The files contain the necessary documentation for the bonding action.	
Surety Information Bond Abstract	Receive and verify the information with the Surety Information and the Bond Abstract from the Bond and Surety File System.  Validate information associated with the Request: date, amount, signatures, etc. Correct discrepancies by sending Bond Request and Discrepancy Decision to Principal/Surety.	Bond Request, Discrepancy Decision
Bond Request	Receive corrected Bond Request from Principal/Surety.  If more bonding is needed from the Principal/Surety, send a Request Additional Bonding to the Principal/Surety.	Request Additional Bonding

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	(The additional bonding will be processed through Initial Processing similar to the other bonding actions.)	
	If more information is needed from the Principal/Surety, send a Request for Additional Information to the Principal/Surety.	Request for Additional Information
Additional Information	Receive Additional Information from the Principal/Surety.	
	If the Request is still not complete or is unacceptable, an Acceptance Denied Decision is prepared and sent with the Bond Form to the Principal/Surety. The Decision is also sent to the appropriate BLM Office.	Bond Form Acceptance Denied Decision
	A copy of the decision is attached to the Case File or Bond File.	
	If the Request is accepted, an Acceptance Decision is prepared and sent to the Principal/Surety, appropriate BLM Office, and for leasable mineral nationwide bonds, to MMS.	Acceptance Decision
	Update the Bond and Surety File System with Bond Information.	Bond Information
	Send Case File to Docket.	Case File
	Send Bond File to Bond File Storage.	Bond File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Default

Identifier: 3

Parent Process Name: Bond and Surety

Description: If a request is received for default action on the bond, the Adjudicate Default process will review the request and demand payment under the bond default action. If default is not corrected within a specified time, the bond is considered to be in default.

Policies/Procedures: None.

Constraints: If it is necessary to cancel a producing lease, the case must be forwarded to the Solicitor for appropriate action.

Input	Process	Output
Case File Bond File	Receive Case File or Bond File with the Default Request from Initial Processing.	
Surety Information Bond Abstract	Receive and verify the information with the Surety Information and the Bond Abstract from the Bond and Surety File System.	
	If the Default Request is not complete, send a Request for Additional Information to the BLM Office (e.g., District or Area Office).	Request for Additional Information
Additional Information	Receive Additional Information from the BLM Office.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If the Default Request is complete, prepare a Demand For Compliance and send it to the Principal/Surety, MMS, SMA, and/or surface owner. If royalties are due, include in the notice to the Principal/Surety that the required payment is to be made to MMS (for leasable minerals).	Demand for Compliance
Corrective Action Notice	Receive Corrective Action Notice from MMS, SMA, BLM Office, Principal/Surety, and/or surface owner that default has been satisfactorily corrected.	
	If the notice is from a BLM Office or SMA indicating that the BLM or SMA has corrected the default at government expense, the bond is called and a Default Decision is sent to MMS, the BLM Office involved, the SMA, Principal/Surety, and to MMS for leasable minerals.	Default Decision
	If the notice is from MMS, Principal/Surety, or surface owner indicating that the default is corrected at no government expense, restore the bond and send the Corrective Action Notice to MMS, BLM Office, surface owner, or Principal/Surety.	Corrective Action Notice

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If the notice is from the Surety indicating that the Surety has corrected the default and, therefore, wants to reduce the bond to cover this expense, send a Default Decision to the Principal asking that the bond be brought up to the appropriate amount or asking for a new bond. (In this case, the bond action will first be handled through Initial Processing.)</p> <p>If the default is not satisfactorily corrected and it is necessary to cancel a producing lease, send the Case File and/or Bond File with supporting documentation to the Solicitor.</p> <p>Update the Bond and Surety File System with Bond Information.</p> <p>Send Case File to Docket.</p> <p>Send Bond File to Bond File Storage.</p>	<p>Default Decision</p> <p>Case File</p> <p>Bond Information</p> <p>Case File</p> <p>Bond File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Termination

Identifier: 4

Parent Process Name: Bond and Surety

Description: If a request is received for bond termination (part or all), Adjudicate Termination will review the request and ensure that no outstanding liabilities exist against the bond to be terminated. Termination in part applies to a Surety company whose Principal has told them that they are getting out of the business or decreasing activity. Thus, the Surety reduces the coverage for a particular Principal and will not cover any new leases for that Principal. Also applies to Bond reduction in part as stages of redemption are completed (notice from field office to State office).

Policies/Procedures: None.

Constraints: Existing liabilities must be paid before a bond can be terminated.

Input	Process	Output
Case File Bond File	Receive Case File or Bond File with the Termination Request or Adjustment Request from Initial Processing.	
Surety Information Bond Abstract	Receive and verify the information with the Surety Information and the Bond Abstract from the Bond and Surety File System.	
Audit Assessment Report	In those cases where a BLM Office has recommended a reduction in the amount of bond coverage, receive an Audit Assessment Report from MMS (for leasable minerals) and determine if deficient in payment.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If the account is up-to-date, prepare a Modify Bond Decision and send it to the Principal/Surety, MMS, and appropriate BLM Office.	Modify Bond Decision
	If there is an objection (i.e., liability not paid), an Objection Decision is prepared and sent to the Principal/Surety, MMS (if for leasable minerals), and BLM Office.	Objection Decision
	A copy of the decision is attached to the Case File and/or Bond File.	
	If Termination Request is from the Surety requesting a termination in part, send a Period of Liability Terminated in Part Decision to the Principal/Surety, BLM Office, and MMS (for leasable minerals).	Period of Liability Terminated in Part Decision
	If Termination Request asks for total termination, send Advise Letter to Principal/Surety advising that immediate termination is not permitted and a review (e.g., inspection) must first be accomplished. Indicate to Principal/Surety the estimated response time.	Advise Letter
	Send a Request for Bond Termination Report to appropriate BLM Office.	Request For Bond Termination Report

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Bond Termination Report	Receive Bond Termination Report from appropriate BLM Office.	
Audit Assessment Report	Receive an Audit Assessment Report from MMS and determine if deficient in payment.	
	If there is an objection, an Objection Decision is prepared and sent to the Principal/Surety, MMS (if leasable minerals), and BLM Office.	Objection Decision
	If there are no objections to the termination, prepare a Termination Decision and send to the Principal/Surety, MMS (if leasable minerals), and appropriate BLM Office to release the bond.	Termination Decision
	Update the Bond and Surety File System with Bond Information.	Bond Information
	Send Case File to Docket.	Case File
	Send Bond File to Bond File Storage.	Bond File

## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the chapter lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Acceptance Decision
Abbreviation	
Description	If everything is in order on the Bond Request, an Acceptance Decision is generated as the official notification.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Surety name/address + Bond No. + Bond Amount + Bond Type + Legal Description + date + Narrative

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Acceptance Denied Decision
Abbreviation	
Description	A notice that a Bond Request was found to be unacceptable for the reasons listed.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Surety name/address + Bond No. + date + Reasons for Denial + Narrative

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting Advice
Abbreviation	
Description	BLM form used to account, distribute, and refund monies or information.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Legal Description + Serial Number + Date + Amount of money received + Description

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Information
Abbreviation	
Description	Additional bond information sent to the BLM bond processing office which requested it.
Data Type	Record
Ability to View	All
Ability to Update	BLM, Public
Definition	Request for Additional Information + Source + Narrative

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Adjustment Request
Abbreviation	
Description	A notice from a BLM office stating that a bond requires an adjustment (increase or decrease) by the amount and reasons specified.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	BLM Office name/address + Conditions and Reasons for Adjustment + New Bond Amount + Bond No. + Principal name/address + Surety name/address + date



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Advise Letter
Abbreviation	
Description	A notice to a Principal/Surety advising them that immediate termination of the bond is not possible.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Surety name/address + Principal name/address + Bond No. + date + Legal Description + Estimated Response Time + Narrative

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Audit Assessment Report
Abbreviation	
Description	A report generated by MMS, a listing of leases with delinquent accounts as determined by an audit. Only includes royalties and not civil penalties and interest.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Lease State/Number + Bill No. + Issue Date + Due Date + Days Late + Amount Unpaid

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	BLM Bond Number
Abbreviation	
Description	A serialized number issued by the Bond and Surety File System (similar to serialized case number).
Data Type	Element
Ability to View	All
Ability to Update	BLM
Definition	Bond Number

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Abstract
Abbreviation	
Description	Information extracted from the Bond and Surety System on a specified bond.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Bond No. + Case No. + Surety Bond ID + Name/Address of bonded parties + Type of Bond + Type of Land + Amount of bond + List of all Bond Actions

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond File
-----------	-----------

Abbreviation	
--------------	--

Description	A bond file contains all the bond information for a specific Nationwide, statewide bond and individual lease/license permit bonds. The file is generated and maintained by the BLM office.
-------------	--

Data Type	Set
-----------	-----

Ability to View	All
-----------------	-----

Ability to Update	BLM
-------------------	-----

Definition	Bond No. + Bond Riders + Bond Abstracts + Principl Name/Address + Surety name/address + field reports as necessary + all correspondence pertaining to that bond
------------	---

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Form
Abbreviation	
Description	A Bond or Bond Rider submitted by a Principal.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Surety name/address + Legal description + Serial Number + Date + Amount of Bond + terms and conditions of bond + rider conditions

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Information
Abbreviation	
Description	Information on bonding action input into the Bond File System portion of the Bond and Surety File System and Case Recordation/ORCA/AALMRS.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Bond Number + Principal name/address + Surety name/address + Amount + date + lease number + narrative

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Request
Abbreviation	
Description	A request submitted for bonding. Three types of forms are: Bond Form, Power of Attorney and Accounting Advice.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	Bond Form + Power of Attorney + Accounting Advice



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond Termination Report
Abbreviation	
Description	The report from a BLM office stating any objections to a bond termination.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	BLM office name + Bond No. + Legal Description + date + objections

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	
Description	Case File contains all lease and second title information pertaining to one particular case.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	Application + Accounting Advice + SRP + Status + Plats + SMA and Solicitor reports + Supporting Documentation, including field reports, as necessary + bonding information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Corrective Action Notice
Abbreviation	
Description	A notice from a BLM Office, Surface Owner, MMS, SMA, Principal/Surety, and/or Surface Owner that the default has been corrected.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Originator name/address + Bond No. + Legal Description + date + remarks

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Default Decision
Abbreviation	
Description	A decision indicating the adverse action that the BLM will take on a particular bond case.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Surety name/address + Bond No. + legal description + date + decision + remarks + authorized officer

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Default Request
Abbreviation	
Description	Request from a BLM office or MMS to take necessary actions to ensure payment from responsible parties.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Authorized Officer name/address + Lease No. + Legal Description + Amount Due + date + remarks

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Demand for Compliance
Abbreviation	
Description	A notice by the BLM office to the Principal and Surety, demanding that the defaults under the terms of the lease be corrected.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Surety name/address + Defaults + Legal Description + Dates for Compliance + Remarks

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Discrepancy Decision
Abbreviation	
Description	BLM decision indicating that the Bond Request is inadequate for some reason.
Data Type	Record
Ability to View	Principal/Surety
Ability to Update	BLM
Definition	Bond Form + Decision

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name                      Modify Bond Decision

Abbreviation

| Description                      A BLM notice indicating a reduction or increase  
in the amount of the bond.

Data Type                      Record

Ability to View                      All

Ability to Update                      BLM

Definition                      Principal name/address + Surety name/address +  
Bond No. + Bond Amount + date + remarks



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Objection Decision
Abbreviation	
Description	A notice to the Surety that the request for termination of a bond has been denied due to the listed objections.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Bond No. + Legal Description + Surety name/address + date + remarks

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Period of Liability Terminated in Part Decision
Abbreviation	
Description	Decision used for a Surety that is requesting a termination in part for a particular principal.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Surety name/address + Bond Number + Legal Description + date + remarks

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name                      Power of Attorney

Abbreviation

Description

Power of Attorney format used to guarantee that the U.S. will have access to the money pledged by the principal if necessary to fulfill bonding responsibility. Also applies to a Power of Attorney submitted with bond by Surety authorizing signature of person signing bond for surety.

Data Type

Record

Ability to View

All

Ability to Update

Principal

Definition

Principal name/address + Serial Number + date + amount + legal description + conditions + remarks + witness

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Additional Bonding
Abbreviation	
Description	BLM Notice indicating that additional bonding is required, for the reasons listed.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Surety name/address + Legal Description + Bond Required + date + remarks

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Additional Information
Abbreviation	
Description	A notice for additional information required for bond/bond rider acceptance.
Data Type	Record
Ability to View	All
Ability to Update	BLM, Public
Definition	Principal name/address + Surety name/address + Bond Number + date + Legal Description + Information needed + remarks

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Bond Termination Report
Abbreviation	
Description	A request to appropriate BLM offices for bond termination objections and information.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	BLM Office + Principal name/address + surety name/address + legal description + Bond Number + date + remarks

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Surety Information
Abbreviation	
Description	The Surety is a file maintained by the Division of Finance in Washington. Contains information on Surety Companies.
Data Type	Record
Ability to View	All
Ability to Update	BLM Washington D.C. Office
Definition	Surety company name/address + Identification No. + Licensed States + Underwriting Limitations + Date company accepted + Date Company Decertified

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Termination Decision
Abbreviation	
Description	If there are no objections to the bond termination, a notice is prepared terminating the bond.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Principal name/address + Surety name/address + Bond Number + Legal Description + date + remarks



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Termination Request
Abbreviation	
Description	A request submitted by the Principal or Surety to terminate a bond in whole or in part.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Lease Serial No. + BLM Office name + Bond No. + date + Legal Description + Principal name/address + Surety name/address + remarks







Automated Land and Mineral  
Record System  
ALMRS

Global Processes

★ Docket ★

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

National Systems & Research Co.  
7150 Campus Drive, Suite 255  
Colorado Springs, Colorado 80918



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1. INTRODUCTION
2. DATA FLOW DIAGRAMS
3. PROCESS LIST
4. INPUT/PROCESS/OUTPUT NARRATIVES
5. DATA DICTIONARY AND CROSS REFERENCE LIST





## CHAPTER 1

### INTRODUCTION

This document describes the current system of processing case files through docket.

.Docket is the tracking and storage of case files.

This chapter is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing case files through docket; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



## CHAPTER 2

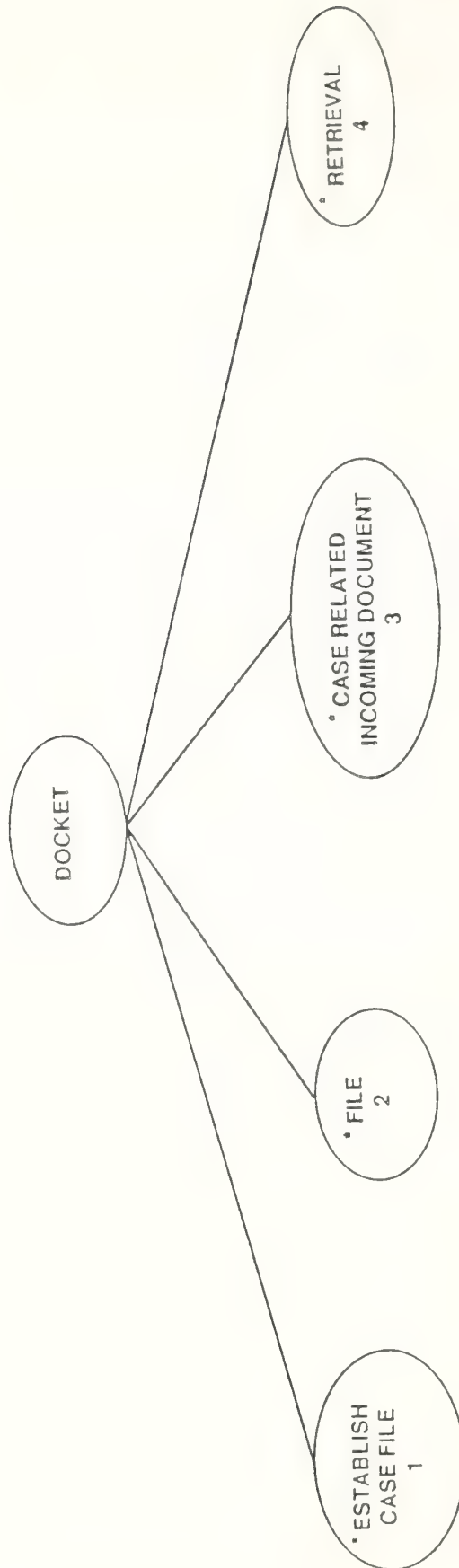
### DATA FLOW DIAGRAMS

Docket is presented here as a data flow diagram that shows the sources and destinations of data, identifies and names processes, identifies and names data that connect sources and destinations of data, and describes data stores that are accessed. The hierarchical structure of each process is identified by decimalized identifiers. The process of docket is at a primitive level.

Standard representations on the DFDs are:

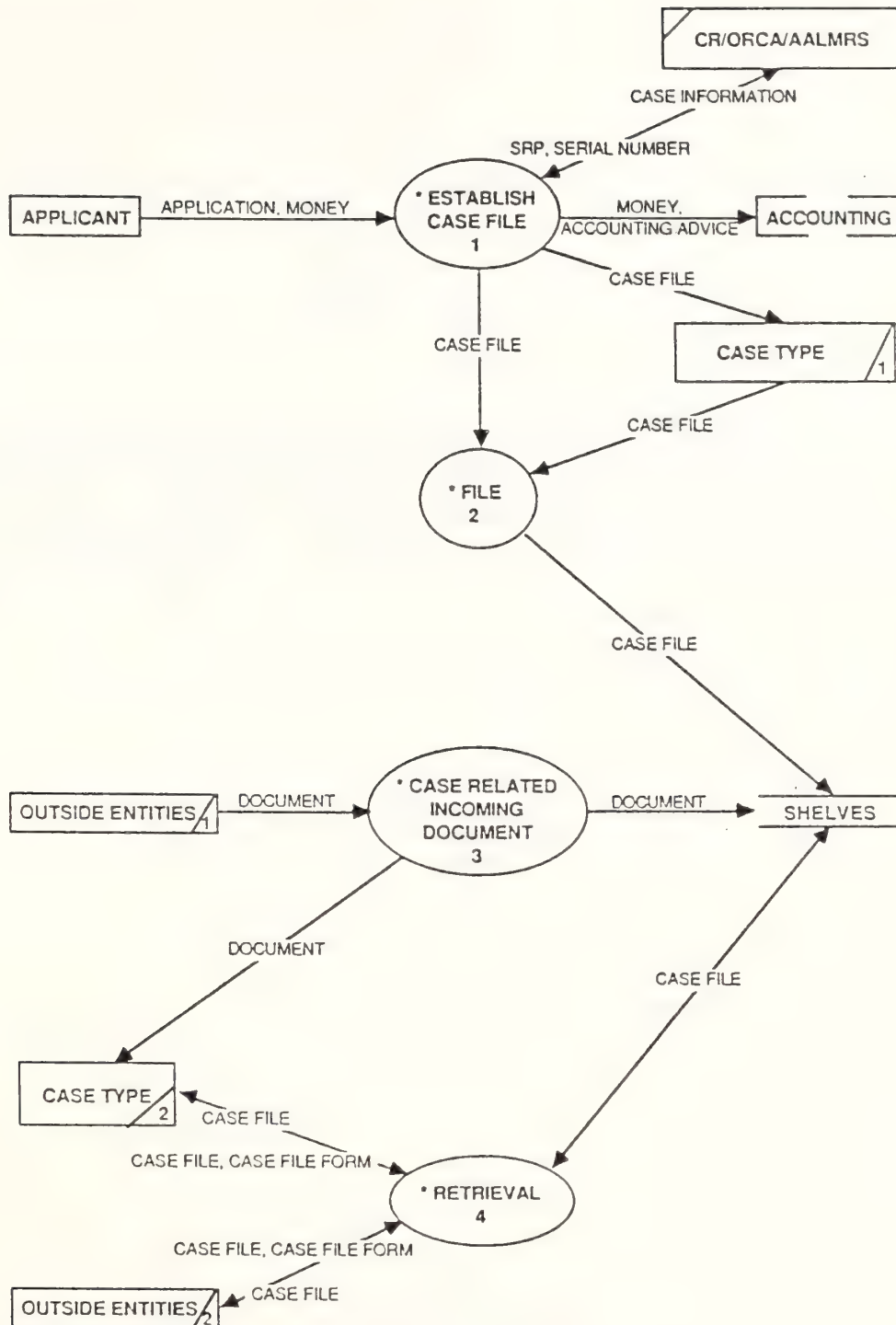
1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing.

DOCKET VISUAL TABLE OF CONTENTS



CASE TYPE: GLOBAL PROCESS  
DIAGRAM NAME: DOCKET  
IDENTIFIER:

DFD: 1 OF 1  
DATE: 9/21/87  
LEVEL:





## CHAPTER 3

### PROCESS LIST

The following table lists all processes defined on the Data Flow Diagram appearing in Chapter 2. The Chapter 2 page reference is next to each process. Since the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
3	Case Related Incoming Document	1	2-3	4-5
1	Establish Case File	1	2-3	4-2
2	File	1	2-3	4-4
4	Retrieval	1	2-3	4-6



## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagram. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagram in Chapter 2.

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Establish the Case File

Identifier: 1

Parent Process Name: Docket

Description: The SRP, application, and Accounting Advice are received by the authorized BLM office, usually the public room, and a Case File is established with these items. The case file is always stored in docket except during actual case processing or other actions. It is always returned to docket for storage.

Policies/Procedures: BLM Manual 1274. Case File Processing.

Constraints: May contain sensitive data.

Input	Process	Output
Application, Money	The application and money (if required) is accepted by the cashier or authorized BLM office. An accounting advice is generated if money is involved.	
	Money collected is sent to accounting.	Money
	A copy of the accounting advice is sent to accounting in those cases where accounting did not generate one.	Accounting Advice
Serial Number	The next available serial number is received from CR/ORCA/AALMRS and is assigned to the application, and the case file is established.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The accounting advice with the serial number on it is placed in the case file.	
	Update case information into CR/ORCA/AALMRS.	Case Information
Serial Register Page	The Serial Register Page is generated by Case Recordation/ORCA/AALMRS and placed in the case file.	
	Case file is sent to Docket (File) or to a specific Case Processing Office.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: File

Identifier: 2

Parent Process Name: Docket

Description: After the case file is established or returned from a BLM process it is filed by serial number.

Policies/Procedures: BLM Manual 1274. Case File Processing.

Constraints: None.

Input	Process	Output
Case File	Receive case file from Establish Case File or a specific Case Processing Office.	
	File the case file on shelves by serial number and status (Active, Inactive, Closed),	Case File

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Case Related Incoming Document

Identifier: 3

Parent Process Name: Docket

Description: Documents are received that relate to the case file and are used to update records, for research information, or cause BLM action to occur.

Policies/Procedures: BLM Manual 1274. Case File Processing.

Constraints: None.

Input	Process	Output
Document	Receive document from outside entities (e.g., public, other BLM, private and government agencies).	
	Place document in case file shelves or send document to Case Processing Office.	Document

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Retrieval

Identifier: 4

Parent Process Name: Docket

Description: When a document is needed for research or a case file is needed to be updated, they are retrieved for the requesting person.

Policies/Procedures: BLM Manual 1274. Case File Processing.

Constraints: None.

Input	Process	Output
Case File Form	Receive file form from outside entities or Case Processing Office requesting a case file.	
Case File	Case file is retrieved from shelves or Case Processing Office.	
	The case file is reviewed in the public room or sent to a Case Processing Office.	Case file
Case File	When the outside entities complete their use of the case file, the case file is returned to the shelves.	Case file
	For the Case Processing Office, the case file is returned by way of the File process.	

## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the chapter lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting advice
Abbreviation	
Description	An accounting advice is a form used for showing monetary receipt and change of status information pertinent to a specific case type.
Data Type	Record
Ability to View	All
Ability to Update	BLM, MMS
Definition	\$Case Type + \$Applicant information + \$Remitter + \$Assignor + \$Lease Management Data + \$Apply Remittance + \$Remarks



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Application
Abbreviation	
Description	An application is an acceptable formal request for rights in use of, rights in, title to, public lands or resources.
Data Type	Record
Ability to View	All
Ability to Update	Public, BLM
Definition	\$Personal Applicant Information + \$Legal description + \$Case type + \$Money Submitted

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	
Description	A case file is the documented processing of a lands action.
Data Type	Set
Ability to View	Authorized Personnel
Ability to Update	All
Definition	\$Application + \$Receipt(s) + \$Abstract + \$Activity and Field Reports + \$Other documents

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File Form
Abbreviation	
Description	The case file form is used to request a case file.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Office + \$Date + \$Serial Number + \$Case Type + \$Remarks

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case Information
Abbreviation	
Description	Case information updates to Case Recordation/ORCA/AALMRS.
Data Type	Data Flow
Ability to View	All
Ability to Update	BLM
Definition	\$Case Information + \$Office + \$Date

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Document
Abbreviation	
Description	A document contains information that is pertinent to a case.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	[\$Report   \$Regulation   \$Survey   \$Other   Pertinent Documents]

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Money
Abbreviation	
Description	Money can be in many different forms, such as cash or check. Money is sent by an applicant to the BLM as part of case processing.
Data Type	Data Element
Ability to View	BLM
Ability to Update	Applicant
Definition	\$U.S. Currency or equivalent

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Serial Number
Abbreviation	
Description	A serial number is a specific number assigned to a case from CR/ORCA/AALMRS that consists of a state identifier followed by a numeric string. Each state maintains its own serial number system.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Serial number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Serial Register Page
Abbreviation	SRP
Description	The serial register page contains case information from CR/ORCA/AALMRS.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Serial Number + \$Case Type + \$Applicant Name + \$Applicant Address + \$Case Processing Information







Automated Land and Minerals  
Record System  
ALMRS

Global Processes

\* Resource Management Planning \*

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

National Systems & Research Co.  
7150 Campus Drive, Suite 255  
Colorado Springs, Colorado 80918



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5. DATA DICTIONARY AND CROSS REFERENCE LIST



## CHAPTER 1

### INTRODUCTION

| This document describes the current manner in which resource  
| management planning is conducted, pursuant to the following sections of  
| the 43 CFR (Code of Federal Regulations):

1. 1601 - Planning
2. 1610 - Resource Management Planning

Resource Management Planning provides a sound basis for systematically evaluating and deciding public land uses and includes the requirements under 43 CFR 1610.

Overall, resource management planning provides for the following:

1. Maximizing resource values for the public through a rational, consistently applied set of regulations and procedures which promote the concept of multiple use management.
2. Ensuring participation by the public, State and local governments, Indian tribes, and appropriate Federal agencies.
3. Providing for the preparation and use of resource management plans and plan amendments designed to guide and control future management actions and the subsequent development of activity plans which are more detailed and limited in scope.
4. Providing decision-makers with procedures for responding effectively to new proposals or changed circumstances not considered in completed plans.

## INTRODUCTION

5. Integrating NEPA requirements with planning and other program requirements to reduce repetition, duplication, and delays.
6. Establishing basic analysis, documentation, and format standards for communicating resource management planning and decision information in a way that is useful to the decision-maker and the public.

Primary authority for resource management planning is Sections 201 and 202 of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1711-1712). Other acts that apply are: Federal Coal Leasing Amendments Act of 1976, Surface Mining Control and Reclamation Act of 1977, Public Rangelands Improvement Act of 1978, and National Environmental Policy Act (NEPA) of 1969. Other acts specifically designate lands for particular uses such as the Wild and Scenic Rivers Act, the Oregon and California Railroad Grant Land Act of 1937, National Trail System Act, the Wilderness Act, national recreation acts, and other public land areas subject to acts of Congress. A plan prepared by the Bureau to fulfill a land-use plan requirement or a multiple-use requirement of these or similar statutes is called a resource management plan.

Bureau plans are prepared in agreement and harmony with the following principles:

1. Multiple use and sustained yield as set forth in FLPMA and other applicable laws.
2. Use a systematic interdisciplinary approach to achieve integrated consideration of physical, biological, economic, social, and environmental aspects of public land management.
3. Give priority to identification, designation, protection, and special management of Areas of Critical Environmental Concern (ACECs).
4. Give consideration to the relative significance of the public land products, services, and uses to local economies.
5. Rely on available inventories of the public lands, their resources, and other values with updating to the extent necessary to reach sound management decisions.
6. Give consideration to present and potential uses of the public lands.



## INTRODUCTION

7. Consider impacts of uses on adjacent or nearby non-Federal lands and on nonpublic land surface over federally-owned minerals.
8. Consider the relative scarcity of the values involved and the availability of alternative means (including recycling) and sites for realization of those values.
9. Weigh long-term benefits and detriments against short-term benefits and detriments.
10. Comply fully with applicable pollution control laws, including State and Federal air, water, noise, or other pollution standards or implementation plans.
11. Coordinate BLM resource inventory, planning, and management activities with the resource planning and management programs of other Federal departments and agencies, State and local governments, and Indian tribes to the extent consistent with the laws governing the administration of the public lands.
12. Provide for public involvement including early notice and frequent opportunity for citizens and interested groups and others to participate in and comment on the preparation of plans and related guidance.

The planning system is subdivided into three distinct tiers for operational purposes: a policy tier that identifies goals, objectives, priorities, alternatives, and other factors for use in planning; a resource management tier that establishes in a plan the combinations of land and resource uses; and an activity plan (more detailed and site specific) tier which provides for the development of plans more limited in scope.

In the end, the Resource Management Plan (RMP) is specifically intended to help management:

1. Make land use decisions and allocations.
2. Establish management priorities and coordinate activities among resource programs.
3. Coordinate BLM activities with those of other federal agencies and state, local, and tribal units of government.

## INTRODUCTION

4. Document for the Bureau's user groups and the general public what the Bureau intends to do and why.
5. Promote interdisciplinary thinking.
6. Ensure program compliance with NEPA and FLPMA.
7. Meet specific legal requirements of the individual programs.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the resource management program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

## CHAPTER 2

### DATA FLOW DIAGRAMS

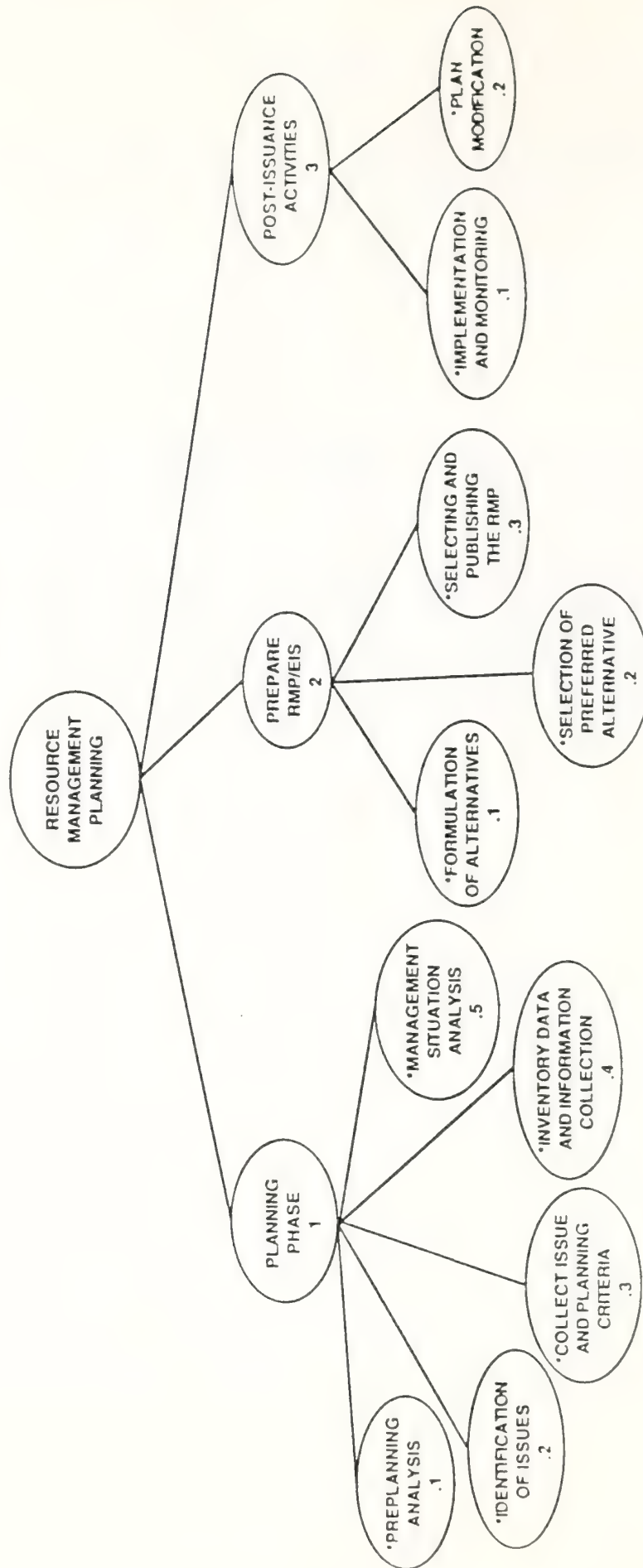
The current resource management planning program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

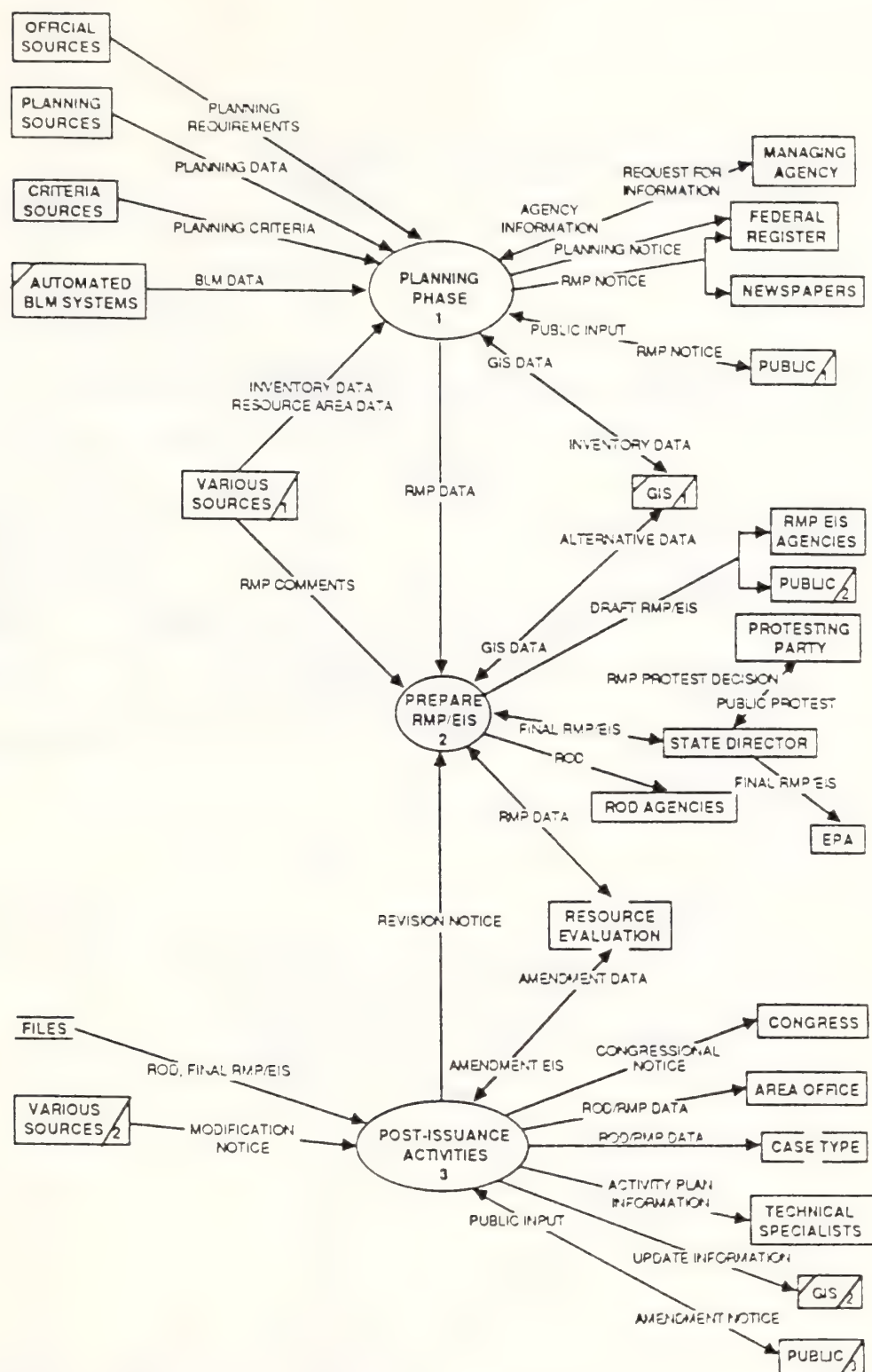
When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

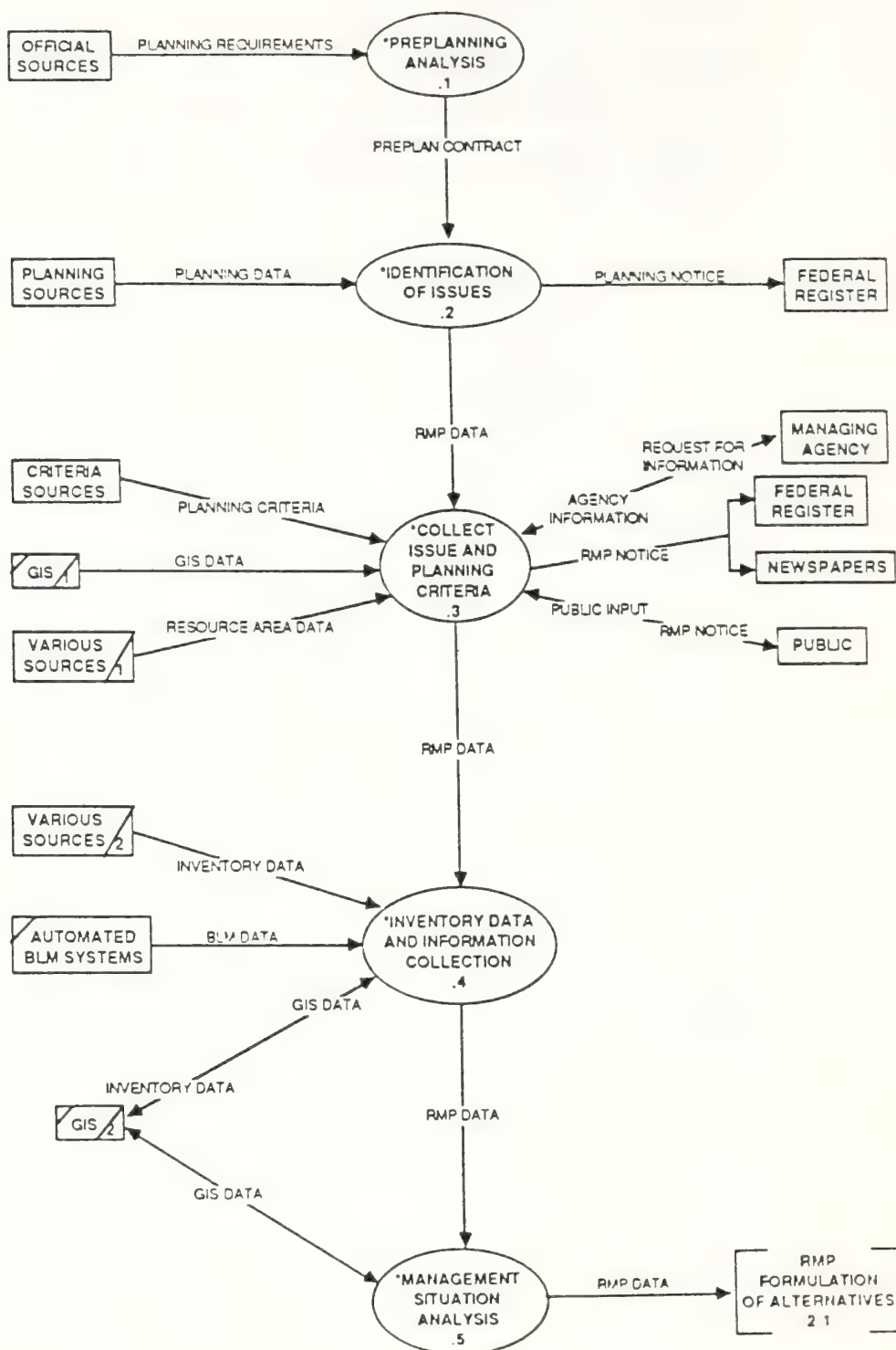
Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing; and,
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual or data components).

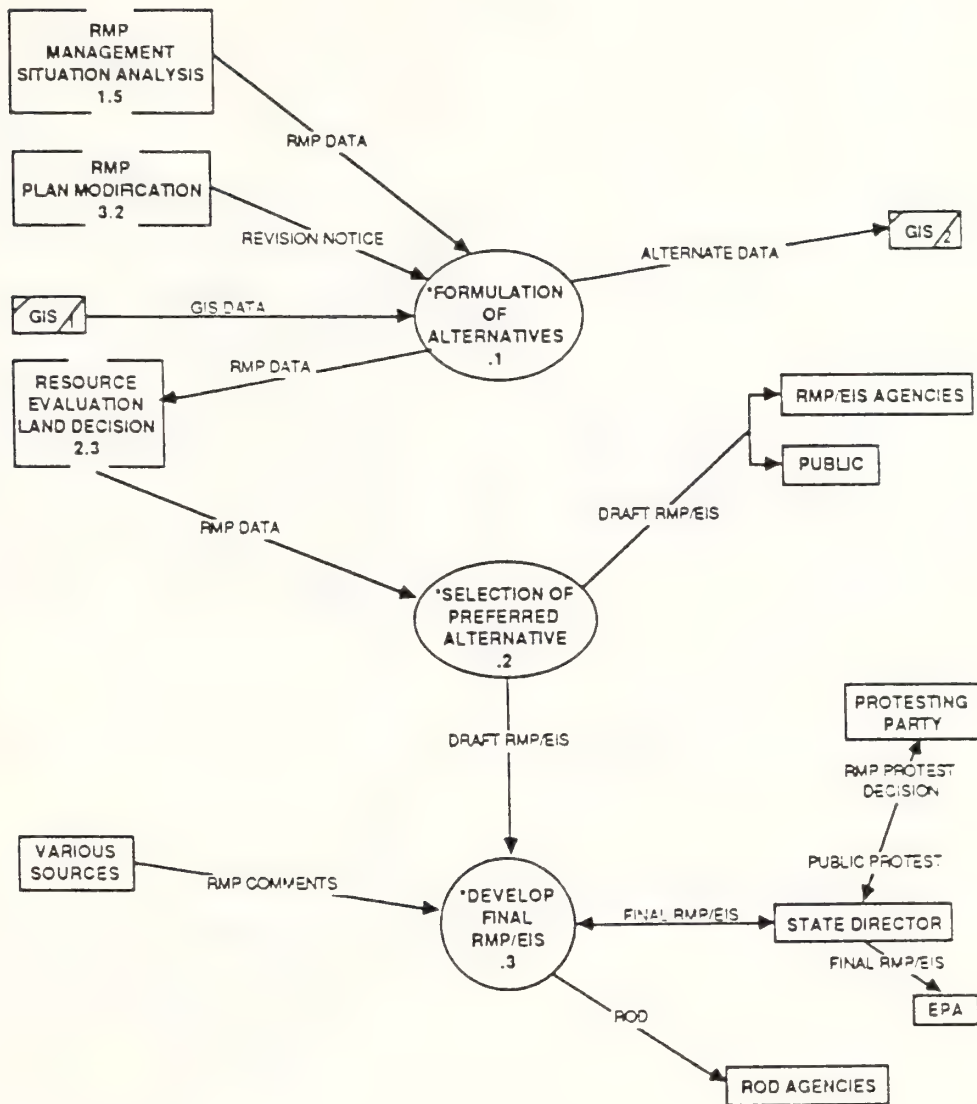
# RESOURCE MANAGEMENT PLANNING VTOC

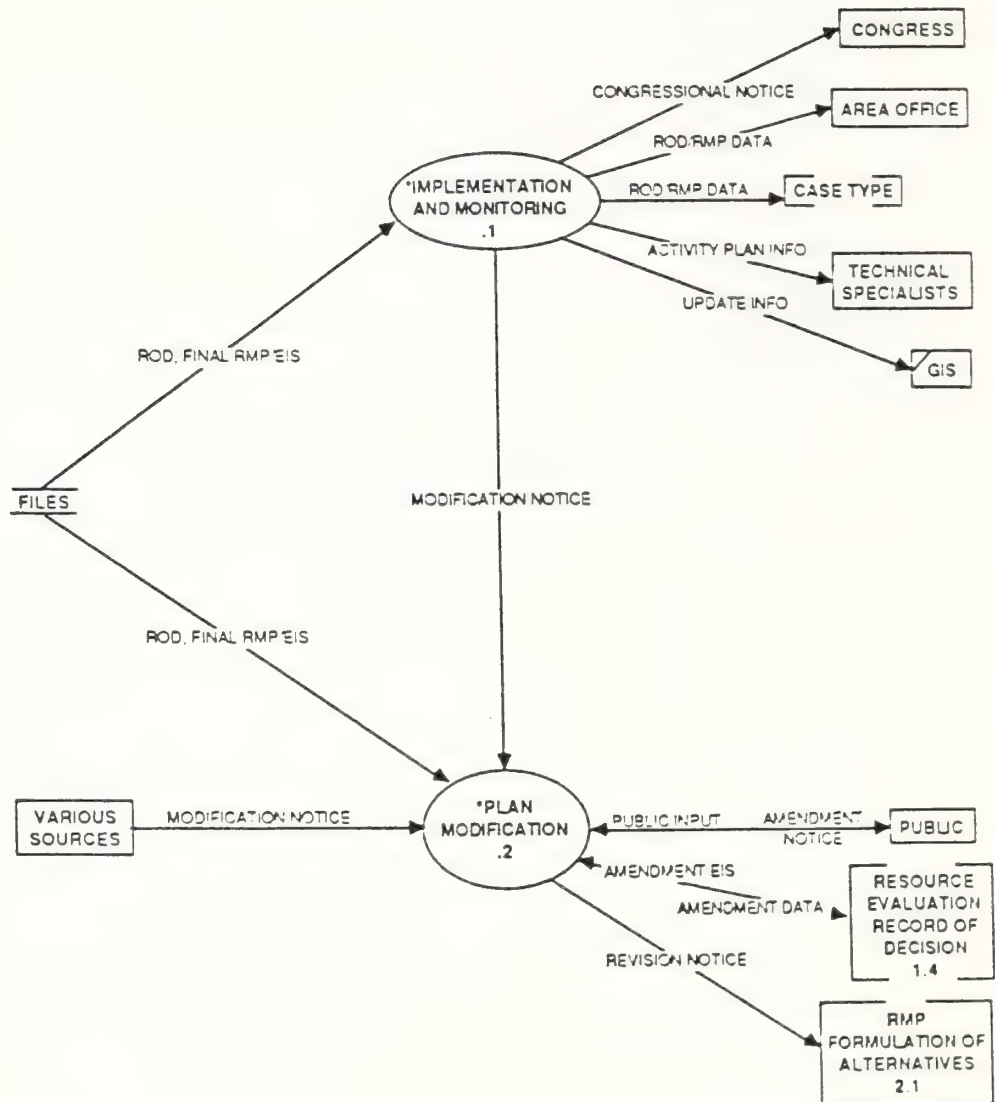














## CHAPTER 3

### PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.3	Collect Issue and Planning Criteria	7	2-4	4-6
2.1	Formulation of Alternatives	7	2-5	4-13
1.2	Identification of Issues	7	2-4	4-4
3.1	Implementation and Monitoring	7	2-6	4-21
1.4	Inventory Data and Info Collection	7	2-4	4-9
1.5	Management Situation Analysis	7	2-4	4-11
3.2	Plan Modification	7	2-6	4-24
1	Planning Phase	6	2-3	
2	Prepare RMP/EIS	6	2-3	
1.1	Preplanning Analysis	7	2-4	4-2
3	Post-Issuance Activities	6	2-3	
2.3	Selecting and Publishing the RMP	7	2-5	4-18
2.2	Selection of Preferred Alternative	7	2-5	4-16

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

# INPUT/PROCESS/OUTPUT NARRATIVES :

| Process Name: Preplanning Analysis

| Identifier: 1.1

Parent Process Name: Planning Phase

Description: The RMP is a long, complex process, that could take five to ten years. Preplanning might not actually be considered a step of the RMP process. However, it is a phase which precedes establishment of the planning team during which the work is planned that is necessary to accomplish the planning process itself. This process looks at the plan for the budget, team composition, justifications, preliminary issues, and the work schedules and cost necessary to accomplish the planning process. If the Geographic Information System (GIS) is to be used, management makes a commitment here.

The product from this process is the Preplan Contract whose complexity is commensurate with the complexity of the planning task. The document is a guide for the planning process and should be kept current and updated. It is not issued to the public but is available to the public.

Policies/Procedures: 43 CFR 1610

Constraints: Laws, regulations, policies, etc.

Input	Process	Output
-----	-----	-----
Planning Requirements	Receive Planning Requirements from Official Sources with information on laws, policies, regulations, budget concerns, etc.	
	The Resource Area conducts a series of meetings of BLM and other government representatives to discuss the upcoming RMP process. Representatives may include State, District, and Washington Office individuals.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
GIS Data	Receive GIS Data from the GIS.	
Resource Area Data	Receive Resource Area Data from Various Sources. This data and GIS Data will form the basis for analyzing the resource area to determine the geographic factors and resources that might impact on the RMP.	
	Determine which SMAs might be affected by the RMP and send a Request for Information to the SMA.	Request for Information
SMA Information	Receive SMA Information from the SMA with information and comments concerning the RMP.	
	Generate public involvement in the development of the RMP. As necessary, send RMP Notice to the Federal Register and Newspapers, soliciting public comments. This notice shall include information in accordance with 43 CFR 1610.2(c).	RMP Notice
	As necessary, organize public meetings (e.g., for coal leasing) and special interest (e.g., mining organizations and surface coal owners) meetings. Send RMP Notice to the Public (including organizations and individuals known to be interested in or affected by a RMP).	RMP Notice

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Identification of Issues

Identifier: 1.2

Parent Process Name: Planning Process

Description: The planning process is intended to be issue-driven. This step determines the scope of the plan by determining the significant issues to be addressed. The general public, other federal agencies, and state and local governments had been asked to identify public land management issues in the resource area. In addition, BLM identified management concerns that were not identified by these groups.

Issues identified in this step become the basis for analysis throughout the RMP. Once the issues are identified, the team can begin to define the extent of necessary data to be collected for complete analysis during the RMP. The issues themselves cannot provide enough information for specialists to determine what detail, accuracy, and scope is necessary for all the data themes. Construct cartographic models or flow diagrams. Base data that will without doubt be required, such as transportation, public land survey, hydrography, ownership, county boundaries, communications, etc., should be started at this time.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Preplan Contract	Receive the Preplan Contract from Preplanning Analysis. This document will be a guide for the planning process.	

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Identification of Issues

Identifier: 1.1.2.1.1.1.2

Parent Process Name: Preplanning Process

Description: The planning process is intended to be issue-driven. This step determines the scope of the plan by determining the significant issues to be addressed. The general public, other federal agencies, and state and local governments had been asked to identify public land management issues in the resource area. In addition, BLM identified management concerns that were not identified by these groups.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
RMP Data	<p>Receive RMP Data from Collect Issue and Planning Criteria. This includes all the information collected from BLM, Public, SMA, and other Government sources.</p> <p>Analyze suggestions plus available district records of resource conditions, trends, needs, and problems, and select topics and determine the issues to be addressed during the planning process. Issues may be modified during this process to incorporate new information.</p> <p>Incorporate the issues into the RMP Data.</p> <p>Send the RMP Data to Inventory RMP Data and Information Collection.</p>	



| Process Name: Collect Issue and Planning Criteria  
 |  
 | Identifier: 1.3

Parent Process Name: Planning Phase

Description: This scoping phase collects all of the issues and criteria, including policy and legal requirements, to decide on what to address in the plan. Planning criteria are developed to identify the considerations, assumptions, and constraints that would be applied throughout the planning process. For example, the criteria which apply to the issue, "How will the BLM manage Bald Eagles?", include evaluation of law, BLM policy, and local management practices. Certain things are given, and these are criteria or sideboards to the issues. An important objective of this process is high public involvement.

Information may be required to define elements, limitations, intent, or parameters of specific legislation, regulations, policy, or other legal requirements. This information may relate directly to geographic coverage, such as required buffer zones, or in defining the subjects without a theme, such as separating threatened and endangered species from other occurring plants or wildlife.

Policies/Procedures: 43 CFR 1610.

Constraints: Laws, regulations, policies, etc.

Input	Process	Output
RMP Data	Receive RMP Data from Identification of Issues.	
Planning Criteria	Receive Planning Criteria from Criteria Sources, such as CFR, Congress, Courts, and BLM Policy Statements (from all BLM Levels).	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Inventory Data	Receive Inventory Data from Various Sources. Collect or assemble this resource, environmental, social, economic, and institutional data and information. If information is not available, inventories or studies must be conducted. Investigate the availability of data from other State and Federal agencies.	
	Enter Inventory Data into GIS.	Inventory Data
	Send RMP Data to Management Situation Analysis.	RMP Data

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Management Situation Analysis

Identifier: 1.1.2.1.1.1.4

Parent Process Name: Preplanning Process

Description: This process explores the identified issues and concerns to determine the capability of the public resources to respond to demand. It describes the resource's potential, explains how the resources are currently being managed, and determines possible options for managing the resources in an effort to meet the demand.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
RMP Data	<p>Receive RMP Data from Inventory Data and Information Collection.</p> <p>Analyze the inventory data and the information available to determine the ability of the resource area to respond to identified issues and opportunities. This analysis, documented in map and narrative formats, provides the baseline from which alternate management schemes may be compared in order to clearly document proposed management changes.</p> <p>Consider factors as specified in 43 CFR 1610.4-4.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Inventory Data and Information Collection

Identifier: 1.4

Parent Process Name: Planning Phase

Description: Data needs are identified in the planning criteria and are limited to those that address key planning issues while at the same time are needed to make the RMP comprehensive. If information is not available, inventories or studies must be conducted. Plan requirements vary with the complexity of resource issues, but an average of 50 themes are generally needed for most comprehensive RMPs.

Specialists should always investigate the availability of data from other state and Federal agencies. Examples of available data may be transportation, hydrography, elevation, counties, cities, etc., from US Geological Survey, soils from SCS, general data from US Fish and Wildlife Service, Bureau of Indian Affairs, and US Forest Service, and wildlife data from State Fish and Game Departments.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
RMP Data	Receive RMP Data from Collect Issue and Planning Criteria.	
GIS Data	Receive GIS Data from the GIS.	
BLM Data	Receive BLM Data from the Automated BLM systems (e.g., mining records).	

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Develop Draft RMP/EIS

Identifier: 1.1.2.1.1.2.1

Parent Process Name: RMP/EIS

Description: Preparing the Draft RMP/EIS is the alternative formulation step. Resource planning, as in any decision-making process, requires proposing an array of different alternatives. These must be realistic, distinct, implementable management alternatives. They must respond to the issues identified in the beginning of the planning process. Usually at least four alternatives are proposed. While the themes of the alternatives reflect management techniques, ranging from resource protection to full-scale resource development, they are usually referred to thematically, such as Wildlife Alternative and the Forestry or Minerals alternatives. If all the resources occurring in the planning area are studied, it can be quickly determined that some resource uses are compatible with one another, some are compatible given certain stipulations, and some are totally incompatible.

Also, the physical, biological, and human effects of implementing each alternative are analyzed based on standard EIS procedures. A scientific comparison of the relative effects of implementing differing management techniques and resource allocations are made for each alternative. Recommendations are made for mitigating adverse impacts, and unavoidable and cumulative impacts are identified. Analysis relies largely on the ability of resource specialists and other professionals to interpret trends and predict outcomes of actions that may not have occurred elsewhere.

The resultant document is the Draft RMP/EIS.

Policies/Procedures: None.

Constraints: None.

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Management Situation Analysis

Identifier: 1.5

Parent Process Name: Planning Process

Description: This process explores the identified issues, concerns, and existing management situation to determine the carrying capacity of resources to respond to demand. It describes the resource's potential, explains how the resources are currently being managed, and determines possible options for managing the resources in an effort to meet the demand.

Before management or the public can analyze or suggest methods of managing the resources in a given area, the physical and biological characteristics of an area need to be examined, defining their conditions, carrying capacity, and trends over time.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
RMP Data	<p>Receive RMP Data from Inventory Data and Information Collection.</p> <p>Analyze the inventory data and the information available to determine the ability of the resource area to respond to identified issues and opportunities. This analysis, documented in map and narrative formats, provides the baseline from which alternate management schemes may be compared in order to clearly document proposed management changes.</p> <p>Consider factors as specified in 43 CFR 1610.4-4.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
RMP Data	<p>Receive RMP Data, including EIS material, from Resource Evaluation.</p> <p>Analyze the environmental consequences/effects of implementing each of the alternatives by describing the physical, biological, economic, and social effects.</p> <p>Evaluate the alternatives and the estimation of their effects according to the planning criteria, and develop a preferred alternative which shall best meet BLM guidance. The alternative is intended to resolve planning issues and promote balanced multiple use principles with acceptable levels of impact.</p> <p>Incorporate the preferred alternative into the Draft RMP/EIS document.</p> <p>Send the Draft RMP/EIS, for comment, to RMP/EIS Agencies, such as BLM offices, Environmental Protection Agency, Governor, SMA, Local Government, Federal Agencies, and Indian Tribes. It is also issued to the Public.</p> <p>Send Draft RMP/EIS to Develop Final RMP/EIS.</p>	<p>Draft RMP/EIS</p> <p>Draft RMP/EIS</p>



Process Name: Formulation of Alternatives

Identifier: 2.1

Parent Process Name: Prepare RMP/EIS

Description: Formulation of Alternatives involves preparing the Draft RMP/EIS. Resource planning, as in any decision-making process, requires proposing an array of different alternatives. These must be realistic, distinct, implementable management alternatives. They must respond to the issues identified in the beginning of the planning process. Usually at least four alternatives are proposed. While the themes of the alternatives reflect management techniques, ranging from resource protection to full-scale resource development, they are usually referred to thematically, such as Wildlife Alternative and the Forestry or Minerals alternatives. If all the resources occurring in the planning area are studied, it can be quickly determined that some resource uses are compatible with one another, some are compatible given certain stipulations, and some are totally incompatible.

Each resource theme considered in the management scheme must be ranked in some order of preference--that is, compared to all other resources to determine the dominant or preferred use of given geographic areas. If two resources existed in the same location, such as coal and waterfowl, the wisest and best use of the land would have to be determined. If the allocation involved compatible resource uses, the decision would be relatively easy.

From this process, the RMP Data is sent to the Global Process, Resource Evaluation, for the EIS. The physical, biological, and human effects of implementing each alternative are analyzed based on standard EIS procedures. A scientific comparison of the relative effects of implementing differing management techniques and resource allocations are made for each alternative.

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If necessary, further comments may be solicited from interested parties/agencies by way of meetings or notices in publications.</p> <p>Once a final plan is settled upon, republish as the Final RMP/EIS, and the District Manager sends it to the State Director for supervisory review and approval.</p>	
Final RMP/EIS	<p>Receive the Final RMP/EIS from the State Director if it is not approved and has problems to be resolved.</p> <p>If the State Director approves the Final RMP/EIS, it is sent to the EPA.</p> <p>(If there is a protest on any part of the plan or amendment, the RMP is not given final approval until the issue is resolved.)</p>	Final RMP/EIS
Public Protest	<p>The State Director may receive a Public Protest from a Protesting Party who participated in the planning process and who believes that he or she is or may be adversely affected by the approval or amendment of a RMP.</p> <p>The State Director shall render a decision on the protest and send the RMP Protest Decision to the Protesting Party.</p>	RMP Protest Decision



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>With the completed approval process for the Final RMP/EIS, issue the Records of Decision (ROD).</p> <p>The ROD is the formal decision approving the RMP and includes the RMP. It includes the important RMP information without many of the discussions.</p> <p>Send ROD to ROD Agencies, such as BLM offices, EPA, Governor, SMA, Local Government, Federal Agencies, Indian Tribes, and Public.</p>	ROD

Process Name: Selection of Preferred Alternative  
 Identifier: 2.2  
 Parent Process Name: Prepare RMP/EIS  
 Description: After potential impacts have been identified, a preferred alternative is selected. The alternative is intended to resolve planning issues and promote balanced multiple use principles with acceptable levels of impact. The preferred alternative can be a combination of various aspects of several alternatives or in some cases might duplicate an original alternative.  
 The outcome of this process is a description of the preferred alternative and the rationale for its selection. Following the completion of this step, the draft plan and draft EIS are published and released for public review and comment.  
 Policies/Procedures: None  
 Constraints: None

Input	Process	Output
RMP Data	<p>Receive RMP Data, including EIS material, from Resource Evaluation.</p> <p>Analyze the environmental consequences/effects of implementing each of the alternatives by describing the physical, biological, economic, and social effects.</p> <p>Tally results of environmental consequences and evaluate acceptable use levels, mix and match use areas or zones, evaluate total available area for resource uses based on capability, and re-mix and analyze if not satisfied.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If the management decision in the plan concerns the elimination of uses of land in accordance with CFR 1610.6, send a Congressional Notice to the Congress informing Congress of such action.</p> <p>For monitoring and evaluation, the ROD/RMP will establish intervals and standards based on the sensitivity of the resource to the decisions involved and provide for evaluation to determine whether mitigation measures are satisfactory, whether there has been significant change in the related plans of other agencies, or whether there is new data of significance to the plan.</p> <p>If it is necessary to revise, amend, or make minor changes to the plan, send Modification Notice to Plan Modification.</p> <p>Send ROD/RMP Data to the Area Office to be used in the Annual Work Plan (AWP).</p> <p>If specific case processing is affected by the plan, (e.g., sales, exchanges) send ROD/RMP Data to Case Processing.</p>	<p>Congressional Notice</p> <p>Modification Notice</p> <p>ROD/RMP Data</p> <p>ROD/RMP Data</p>

Process Name: Selecting and Publishing the RMP

Identifier: 2.3

Parent Process Name: Prepare RMP/EIS

Description: When the Final RMP/EIS is sent out for public review, this is the last chance that the public has for comments. After public comments are received, management evaluates the opinions, suggestions, and any new information therein. The draft may be reassessed and modified or may occasionally not change at all. At the end of this process, the EIS is final and the RMP is about to become final with the issuance of the Record of Decision (ROD). The ROD documents completion of the environmental review and the approval of the RMP.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Draft RMP/EIS	Receive Draft RMP/EIS from Selection of Preferred Alternative.	
RMP Comments	Receive RMP Comments from Various Sources, including all those agencies and individuals who have some input into the planning process.	
	Evaluate the opinions, suggestions, and any new information received. The draft may be reassessed or modified.	

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Plan Modification

Identifier: 1.1.2.1.1.3.2

Parent Process Name: Post-Issuance Activities

Description: The plan may be modified three ways: amendment, revision, or minor change (maintenance), each requiring a different process in accordance with the CFR. The purpose of the modification process is to keep the plan current, accurate, and useful.

Policies/Procedures: 43 CFR 1610

Constraints: None.

Input	Process	Output
Modification Notice	Receive Modification Notice from Implementation and Monitoring indicating that it is necessary to amend, revise, or make minor changes to a portion of the plan.	
Modification Notice	Receive Modification Notice from Various Sources indicating that it is necessary to amend, revise, or make minor changes to a portion of the plan.	
ROD Final RMP/EIS	Receive ROD and Final RMP/EIS from Files.  Analyze the scope of the modification and determine which of the three courses to follow.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If a minor change (maintenance) is necessary in order to further refine or document a previously approved decision incorporated in the plan, add the change to the ROD/RMP. This change should not expand the scope of resource uses or restrictions, or change the terms, conditions, and decisions of the approved plan. Thus, the change does not require formal public involvement and inter-agency coordination.</p> <p>If there is a need to consider monitoring and evaluation findings, new data, new or revised policy, a change in circumstances or a proposed action that may result in a change in the terms, conditions, and decisions of the approved plan, initiate an amendment process.</p>	
	<p>Evaluate the effect of the amendment on the plan, especially an environmental assessment. A public meeting may be held if necessary. If the environmental assessment does not disclose significant impact, the District Manager may make a finding of no significant impact. The District Manager shall make a recommendation on the amendment to the State Director for approval. When approved, send Amendment Notice to the Public of the action taken on the amendment.</p>	Amendment Notice



Process Name: Implementation and Monitoring

| Identifier: 3.1

Parent Process Name: Post-Issuance Activities

Description: Once the RMP is approved, respective portions of the plan can be implemented by the resource program managers. The implementation schedule is subject to adjustment because of possible funding constraints. Often, there is the requirement for site-specific plans, Activity Plans (e.g., Grazing Allotment Management Plans, Mine Plans), that contain greater detail than can be addressed in a comprehensive master plan. RMP implementation is monitored and evaluated on a regular basis to ensure that activities comply with decisions made in the plan. Monitoring can also determine the accuracy of judgments made by resource specialists in the EIS. Continued monitoring often produces new and useful information that can be added to the data base, helping to make better land use decisions in the future.

This stage of the planning process may last several years. It is actually a cyclic process that always has some portion active.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
ROD Final RMP/EIS	Receive ROD and Final RMP/EIS from Files.  Review documents and determine what actions are necessary to implement and monitor the plan.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If the management decision in the plan concerns the elimination of uses of land in accordance with CFR 1610.6, send a Congressional Notice to the Congress informing Congress of such action.</p> <p>For monitoring and evaluation, the ROD/RMP will establish intervals and standards based on the sensitivity of the resource to the decisions involved and provide for evaluation to determine whether mitigation measures are satisfactory, whether there has been significant change in the related plans of other agencies, or whether there is new data of significance to the plan.</p> <p>If it is necessary to revise, amend, or make minor changes to the plan, send Modification Notice to Plan Modification.</p>	<p>Congressional Notice</p>
	<p>Send ROD/RMP Data to the Area Office to be used in the Annual Work Plan (AWP).</p>	<p>ROD/RMP Data</p>
	<p>If specific case processing is affected by the plan, (e.g., sales, exchanges) send ROD/RMP Data to Case Processing.</p>	<p>ROD/RMP Data</p>



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	It may be necessary to complete site-specific activity plans to provide for more detail, such as Grazing Allotment Management Plans, Recreation Area Management Plans, Off-Road Vehicle Plans, Mine Plans, Wild Horse Management Plans, Wildlife Habitat Management Plans, Forest Management Plans, and Coal, Oil Shale, and Tar Sand Plans. In these cases, send Activity Plan Information to the Technical Specialists.	Activity Plan Information
	Send Update Information to GIS.	Update Information

# INPUT/PROCESS/OUTPUT NARRATIVES :

Process Name: Plan Modification

| Identifier: 3.2

Parent Process Name: Post-Issuance Activities

Description: The plan may be modified three ways: amendment, revision, or minor change (maintenance), each requiring a different process in accordance with the CFR. The purpose of the modification process is to keep the plan current, accurate, and useful.

Policies/Procedures: 43 CFR 1610

Constraints: None.

Input	Process	Output
Modification Notice	Receive Modification Notice from Implementation and Monitoring indicating that it is necessary to amend, revise, or make minor changes to a portion of the plan.	
Modification Notice	Receive Modification Notice from Various Sources indicating that it is necessary to amend, revise, or make minor changes to a portion of the plan.	
ROD Final RMP/EIS	Receive ROD and Final RMP/EIS from Files.  Analyze the scope of the modification and determine which of the three courses to follow.	

## CHAPTER 3

### PROCESS LIST

The following table lists all processes (in alphabetical sequence) defined on the Data Flow Diagrams appearing in Section 2. The Section 2 page reference is next to each process. Since the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Section 4 narrative for that process is listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
2	Protest Period	1	2-2	4-3
1	Resource Analysis	1	2-2	4-2

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detailed processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Section 2.

INPUT/PROCESS/OUTPUT NARRATIVES

| Process Name: Resource Analysis  
Identifier: 1  
Parent Process Name: Land Classification  
Description: Perform analysis on the resource reports, laws, and case file to formulate a preliminary classification.  
Policies/Procedures: 43 CFR 2410.  
Constraints: None.

Input	Process	Output
Resource Reports (Resource Information) Law (Public law) Case File (Case type)	Analyze reports, laws, and case file for the case type requiring preliminary classification. Add to case file.	Proposed Decision (Interested Parties, Applicant)
Protest Comments (Applicant, Interested Parties)	Incorporate into case file.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Protest Period

Identifier: 2

Parent Process Name: Land Classification

Description: Incorporate protests and case file with the proposed decision to finalize the classification and issue the initial decision.

Policies/Procedures: 43 CFR 2410.

Constraints: None.

Input	Process	Output
Case File	Review and analyze casefile to make a final determination for classification based on the information given in the resource reports, laws and comments (from proposed decision) and issue an Initial Decision.	Initial Decision (Interested Parties, Applicant)
Comments (Interested Parties, Applicant)	Incorporate into case file.	
Final Decision (Secretary of Interior)	If a protest to the Secretary of Interior occurs after the issuance from BLM of the initial decision, the Secretary of Interior will make a final decision. Incorporate decision into case file and send the proper case type through Docket for further processing.	Case File (Docket, Case type)





## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the section lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	
Description	A case file is the documented processing of a case. Case processing is a means to work through an action and track that action to the land records.
Data Type	Set
Ability to View	All
Ability to Update	BLM/Applicant
Definition	\$Application + \$Receipt(s) + \$Abstract + Resource Reports

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Comments
Abbreviation	Comt
Description	Comments can be received from the applicant and/or interested parties during the land classification process. They are a positive reaction noting information relating to the initial decision or the final decision.
Data Type	Data flow
Ability to View	All
Ability to Update	Applicant/Interested Parties (party who made the comment)
Definition	\$Letter

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Final Decision
Abbreviation	final desn
Description	The final decision is prepared following a protest of the initial decision to the Secretary of the Interior. This decision contains the information contained in the definition. This decision is final and will be abided by the applicant and interested parties.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Letter + \$Petitioner + \$Type of petition + \$Land description + \$Determination

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Initial Decision
Abbreviation	Init desn
Description	The initial decision is prepared following a protest of the proposed decision. This decision contains the information listed in the definition and is found favorable or unfavorable to the applicant and/or interested parties.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Letter + \$Petitioner + \$Type of petition + \$Land description + \$Determination

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Laws
Abbreviation	
Description	Laws are utilized under classification as required for the particular characteristics necessary for the classification.
Data Type	Set
Ability to View	All
Ability to Update	Congress
Definition	\$Regulations

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Proposed Decision
Abbreviation	prop desn
Description	The proposed decision is prepared upon completion of the resource evaluation. This decision contains the information listed in the definition and is found favorable or unfavorable to the application and/or interested parties.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Letter + \$Petitioner + \$Type of petition + \$Land description + \$Determination

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Protest
Abbreviation	
Description	A protest can be received from the applicant and/or interested parties during the land classification process. It is a negative reaction noting information relating to the initial decision (resource evaluation) or the final decision.
Data Type	Data flow
Ability to View	All
Ability to Update	Applicant/Interested Parties (party who made the protest)
Definition	\$Letter



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Reports
Abbreviation	
Description	Resource reports are informative documents containing soil, cultural, mineral, wildlife, T&E, grazing, and recreation information, as well as, the land report and environmental assessment.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Soil + \$Cultural + \$Mineral + \$T&E + \$Grazing + \$Recreation *Information* + \$Land report + \$Environmental Assessment

## DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	Comt
Data Name	Comments
Abbreviation	Init desn
Data Name	Initial Decision
Abbreviation	final desn
Data Name	Final Decision
Abbreviation	prop desn
Data Name	Proposed Decision

## CHAPTER 3

### PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.2.1.1.1.1	Collect Issue and Planning Criteria	7	2-4	4-2
1.1.2.1.1.2.1	Develop Draft RMP/EIS	7	2-5	4-10
1.1.2.1.1.2.2	Develop Final RMP/EIS	7	2-5	4-13
1.1.2.1.1.1.2	Identification of Issues	7	2-4	4-5
1.1.2.1.1.3.1	Implementation and Monitoring	7	2-6	4-16
1.1.2.1.1.1.3	Inventory Data and Info Collection	7	2-4	4-6
1.1.2.1.1.1.4	Management Situation Analysis	7	2-4	4-8
1.1.2.1.1.3.2	Plan Modification	7	2-6	4-19
1.1.2.1.1.3	Post-Issuance Activities	6	2-6	
1.1.2.1.1.1	Preplanning Process	6	2-4	
1.1.2.1.1	Resource Management Planning	5	2-3	
1.1.2.1.1.2	RMP/EIS	6	2-5	

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Preplanning Analysis

Identifier: 1.1.2.1.1.1.1

Parent Process Name: Planning Phase

Description: The RMP is a long, complex process, that could take five to ten years. Preplanning might not actually be considered a step of the RMP process. However, it is a phase which precedes establishment of the planning team during which the work is planned that is necessary to accomplish the planning process itself. This process looks at the plan for the budget, team composition, justifications, preliminary issues, and the work schedules and cost necessary to accomplish the planning process. If the Geographic Information System (GIS) is to be used, management makes a commitment here.

The product from this process is the Preplan Contract whose complexity is commensurate with the complexity of the planning task. The document is a guide for the planning process and should be kept current and updated. It is not issued to the public but is available to the public.

Policies/Procedures: 43 CFR 1610

Constraints: Laws, regulations, policies, etc.

Input	Process	Output
Planning Requirements	<p>Receive Planning Requirements from Official Sources with information on laws, policies, regulations, budget concerns, etc.</p> <p>The Resource Area conducts a series of meetings of BLM and other government representatives to discuss the upcoming RMP process. Representatives may include State, District, and Washington Office individuals.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>The issues are scoped and problem areas are identified. Gather basic data, including maps, mailing lists of contacts, data needs.</p> <p>Put together a planning team along with schedule, ground rules, budget, work force, other assistance/support, time, GIS support, computer support, training etc.</p> <p>Write the Preplan Contract and have it accepted by the Area, District, and State Offices.</p> <p>Send the Preplan Contract to Identification of Issues.</p>	Preplan Contract

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Identification of Issues

Identifier: 1.1.2.1.1.1.2

Parent Process Name: Planning Process

Description: The planning process is intended to be issue-driven. This step determines the scope of the plan by determining the significant issues to be addressed. The general public, other federal agencies, and state and local governments had been asked to identify public land management issues in the resource area. In addition, BLM identified management concerns that were not identified by these groups.

Issues identified in this step become the basis for analysis throughout the RMP. Once the issues are identified, the team can begin to define the extent of necessary data to be collected for complete analysis during the RMP. The issues themselves cannot provide enough information for specialists to determine what detail, accuracy, and scope is necessary for all the data themes. Construct cartographic models or flow diagrams. Base data that will without doubt be required, such as transportation, public land survey, hydrography, ownership, county boundaries, communications, etc., should be started at this time.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Preplan Contract	Receive the Preplan Contract from Preplanning Analysis. This document will be a guide for the planning process.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Planning Data	<p>Receive Planning Data from Planning Sources. This includes all the information collected from BLM, Public, Managing Agency with jurisdiction, and other Government sources.</p> <p>Send Planning Notice to the Federal Register indicating that the RMP process is beginning and inviting public comment.</p> <p>Analyze suggestions plus available district records of resource conditions, trends, needs, and problems, and select topics and determine the issues to be addressed during the planning process. Issues may be modified during this process to incorporate new information.</p> <p>Incorporate the issues into the RMP Data.</p> <p>Send the RMP Data to Collect Issue and Planning Criteria.</p>	<p>Planning Notice</p> <p>RMP Data</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Collect Issue and Planning Criteria

Identifier: 1.1.2.1.1.1.3

Parent Process Name: Planning Phase

Description: This scoping phase collects all of the issues and criteria, including policy and legal requirements, to decide on what to address in the plan. Planning criteria are developed to identify the considerations, assumptions, and constraints that would be applied throughout the planning process. For example, the criteria which apply to the issue, "How will the BLM manage Bald Eagles?", include evaluation of law, BLM policy, and local management practices. Certain things are given, and these are criteria or sideboards to the issues. An important objective of this process is high public involvement.

Information may be required to define elements, limitations, intent, or parameters of specific legislation, regulations, policy, or other legal requirements. This information may relate directly to geographic coverage, such as required buffer zones, or in defining the subjects without a theme, such as separating threatened and endangered species from other occurring plants or wildlife.

Policies/Procedures: 43 CFR 1610.

Constraints: Laws, regulations, policies, etc.

Input	Process	Output
RMP Data	Receive RMP Data from Identification of Issues.	
Planning Criteria	Receive Planning Criteria from Criteria Sources, such as CFR, Congress, Courts, and BLM Policy Statements (from all BLM Levels).	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Review analysis requirements, planning procedures, and other written information and instructions required to be considered in the planning process.	
	Prepare criteria (sideboards) to guide development of the RMP or revision, to ensure that it is tailored to the issues previously identified and to ensure that unnecessary data collection and analysis are avoided.	
GIS Data	Receive GIS Data from the GIS.	
Resource Area Data	Receive Resource Area Data from Various Sources. This data and GIS Data will form the basis for analyzing the resource area to determine the geographic factors and resources that might impact on the RMP.	
	Determine which Managing Agency is affected by the RMP and send a Request for Information to the agency.	Request for Information
Agency Information	Receive Agency Information from the agency with information and comments concerning the RMP.	
	Generate public involvement in the development of the RMP. As necessary, send RMP Notice to the Federal Register and Newspapers, soliciting public comments. This notice shall include information in accordance with 43 CFR 1610.2(c).	RMP Notice

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	As necessary, organize public meetings (e.g., for coal leasing) and special interest (e.g., mining organizations and surface coal owners) meetings. Send RMP Notice to the Public (including organizations and individuals known to be interested in or affected by a RMP).	RMP Notice
Public Input	Receive Public Input from the Public with information and comments concerning the RMP.	
	Attempt to resolve the conflicts and concerns that are generated by working with the Managing Agencies, Public, and BLM personnel to reach some consensus on identified concerns.	
	Send all the RMP Data collected to Inventory Data and Information Collection.	RMP Data

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Inventory Data and Information Collection

Identifier: 1.1.2.1.1.1.4

Parent Process Name: Planning Phase

Description: Data needs are identified in the planning criteria and are limited to those that address key planning issues while at the same time are needed to make the RMP comprehensive. If information is not available, inventories or studies must be conducted. Plan requirements vary with the complexity of resource issues, but an average of 50 themes are generally needed for most comprehensive RMPs.

Specialists should always investigate the availability of data from other state and Federal agencies. Examples of available data may be transportation, hydrography, elevation, counties, cities, etc., from US Geological Survey, soils from SCS, general data from US Fish and Wildlife Service, Bureau of Indian Affairs, and US Forest Service, and wildlife data from State Fish and Game Departments.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
RMP Data	Receive RMP Data from Collect Issue and Planning Criteria.	
GIS Data	Receive GIS Data from the GIS.	
BLM Data	Receive BLM Data from the Automated BLM systems (e.g., mining records).	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Analyze and determine what the data needs are. Data needs should be limited to those that address key planning issues, including subsequent monitoring requirements. At the same time, the goal is to make the RMP comprehensive (i.e., include other environmental concerns that may not be issues).	
Inventory Data	<p>Receive Inventory Data from Various Sources. Collect or assemble this resource, environmental, social, economic, and institutional data and information. If information is not available, inventories or studies must be conducted. Investigate the availability of data and collect from other State and Federal agencies.</p> <p>Build and execute, as appropriate, models to derive inventories from existing data (e.g., hunting opportunities from wildlife ranges).</p> <p>Check and proof digitized maps.</p> <p>Enter Inventory Data into GIS.</p> <p>Send RMP Data to Management Situation Analysis.</p>	<p>Inventory Data</p> <p>RMP Data</p>



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Management Situation Analysis

Identifier: 1.1.2.1.1.1.5

Parent Process Name: Planning Process

Description: This process explores the identified issues, concerns, and existing management situation to determine the carrying capacity of resources to respond to demand. It describes the resource's potential, explains how the resources are currently being managed, and determines possible options for managing the resources in an effort to meet the demand.

Before management or the public can analyze or suggest methods of managing the resources in a given area, the physical and biological characteristics of an area need to be examined, defining their conditions, carrying capacity, and trends over time.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
RMP Data	<p>Receive RMP Data from Inventory Data and Information Collection.</p> <p>Analyze the inventory data and the information available to determine the ability of the resource area to respond to identified issues and opportunities. This analysis, documented in map and narrative formats, provides the baseline from which alternate management schemes may be compared in order to clearly document proposed management changes.</p> <p>Consider factors as specified in 43 CFR 1610.4-4.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
GIS Data	Receive GIS Data from the GIS.	
	Overlay planning area boundary with all themes, overlay ownership, produce acreage tallies, refine use areas, and produce graphic output (e.g., maps, acreage tables).	
	GIS Data includes intersection analyses, showing the extent of resources existing conflicts and resource use; acreage tables; and map graphics, which illustrate the analysis.	
	Produce, as necessary, resource area profile, existing management situation, and capability analysis.	
	Send RMP Data to Formulation of Alternatives.	RMP Data



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Formulation of Alternatives

Identifier: 1.1.2.1.1.2.1

Parent Process Name: Prepare RMP/EIS

Description: Formulation of Alternatives involves preparing the Draft RMP/EIS. Resource planning, as in any decision-making process, requires proposing an array of different alternatives. These must be realistic, distinct, implementable management alternatives. They must respond to the issues identified in the beginning of the planning process. Usually at least four alternatives are proposed. While the themes of the alternatives reflect management techniques, ranging from resource protection to full-scale resource development, they are usually referred to thematically, such as Wildlife Alternative and the Forestry or Minerals alternatives. If all the resources occurring in the planning area are studied, it can be quickly determined that some resource uses are compatible with one another, some are compatible given certain stipulations, and some are totally incompatible.

Each resource theme considered in the management scheme must be ranked in some order of preference--that is, compared to all other resources to determine the dominant or preferred use of given geographic areas. If two resources existed in the same location, such as coal and waterfowl, the wisest and best use of the land would have to be determined. If the allocation involved compatible resource uses, the decision would be relatively easy.

From this process, the RMP Data is sent to the Global Process, Resource Evaluation, for the EIS. The physical, biological, and human effects of implementing each alternative are analyzed based on standard EIS procedures. A scientific comparison of the relative effects of implementing differing management techniques and resource allocations are made for each alternative.

## INPUT/PROCESS/OUTPUT NARRATIVES

Description:	Recommendations are made for mitigating adverse impacts, and unavoidable and cumulative impacts are identified. Analysis relies largely on the ability of resource specialists and other professionals to interpret trends and predict outcomes of actions that may not have occurred elsewhere. At the end of the EIS process in Resource Evaluation, RMP data is returned to the next stage--Selection of Preferred Alternative.
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The resultant document is the Draft RMP/EIS.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
RMP Data	Receive RMP Data from Management Situation Analysis.	
Revision Notice	<p>Receive Revision Notice from Plan Modification indicating that a revision to the plan is necessary. Process this revision similar to the basic plan.</p> <p>Consider all reasonable resource management alternatives and develop several complete alternatives for detailed study. The alternatives developed shall reflect the variety of issues and guidance applicable to the resource uses.</p> <p>Note and discuss any alternatives identified and eliminated from detailed study.</p>	
	Enter Alternative Data into GIS.	Alternative Data

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
GIS Data	Receive GIS Data from GIS to textually and graphically display alternatives, including acreage calculations.	
	Send RMP Data to Resource Evaluation to conduct a draft EIS.	RMP Data

## INPUT/PROCESS/OUTPUT NARRATIVES

| Process Name: Selection of Preferred Alternative  
 | Identifier: 1.1.2.1.1.2.2  
 | Parent Process Name: Prepare RMP/EIS  
 | Description: After potential impacts have been identified, a preferred alternative is selected. The alternative is intended to resolve planning issues and promote balanced multiple use principles with acceptable levels of impact. The preferred alternative can be a combination of various aspects of several alternatives or in some cases might duplicate an original alternative.  
 |  
 | The outcome of this process is a description of the preferred alternative and the rationale for its selection. Following the completion of this step, the draft plan and draft EIS are published and released for public review and comment.

Policies/Procedures: None

Constraints: None

Input	Process	Output
RMP Data	<p>Receive RMP Data, including EIS material, from Resource Evaluation.</p> <p>Analyze the environmental consequences/effects of implementing each of the alternatives by describing the physical, biological, economic, and social effects.</p> <p>Tally results of environmental consequences and evaluate acceptable use levels, mix and match use areas or zones, evaluate total available area for resource uses based on capability, and re-mix and analyze if not satisfied.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Evaluate the alternatives and the estimation of their effects according to the planning criteria, and develop a preferred alternative which shall best meet BLM guidance. The alternative is intended to resolve planning issues and promote balanced multiple use principles with acceptable levels of impact.	
	Incorporate the preferred alternative into the Draft RMP/EIS document.	
	Publish Draft RMP/EIS by sending the Draft RMP/EIS, for comment, to RMP/EIS Agencies such as BLM offices, Environmental Protection Agency, Governor, Managing Agency, Local Government, Federal Agencies, and Indian Tribes. It is also issued to the Public.	Draft RMP/EIS
	Send Draft RMP/EIS to Selecting and Publishing the RMP.	Draft RMP/EIS

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Selecting and Publishing the RMP

Identifier: 1.1.2.1.1.2.3

Parent Process Name: Prepare RMP/EIS

Description: When the Final RMP/EIS is sent out for public review, this is the last chance that the public has for comments. After public comments are received, management evaluates the opinions, suggestions, and any new information therein. The draft may be reassessed and modified or may occasionally not change at all. At the end of this process, the EIS is final and the RMP is about to become final with the issuance of the Record of Decision (ROD). The ROD documents completion of the environmental review and the approval of the RMP.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Draft RMP/EIS	Receive Draft RMP/EIS from Selection of Preferred Alternative.	
RMP Comments	Receive RMP Comments from Various Sources, including all those agencies and individuals who have some input into the planning process.	
	Evaluate the opinions, suggestions, and any new information received. The draft may be reassessed or modified.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If necessary, further comments may be solicited from interested parties/agencies by way of meetings or notices in publications.</p> <p>Once a final plan is settled upon, republish as the Final RMP/EIS, and the District Manager sends it to the State Director for supervisory review and approval.</p>	
Final RMP/EIS	<p>Receive the Final RMP/EIS from the State Director if it is not approved and has problems to be resolved.</p> <p>If the State Director approves the Final RMP/EIS, it is sent to the EPA.</p> <p>(If there is a protest on any part of the plan or amendment, the RMP is not given final approval until the issue is resolved.)</p>	Final RMP/EIS
Public Protest	<p>The State Director may receive a Public Protest from a Protesting Party who participated in the planning process and who believes that he or she is or may be adversely affected by the approval or amendment of a RMP.</p> <p>The State Director shall render a decision on the protest and send the RMP Protest Decision to the Protesting Party.</p>	RMP Protest Decision

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	With the completed approval process for the Final RMP/EIS, issue the Records of Decision (ROD).	
	The ROD is the formal decision approving the RMP and includes the RMP. It includes the important RMP information without many of the discussions.	
 	Send ROD to ROD Agencies, such as BLM offices, EPA, Governor, Managing Agency, Local Government, Federal Agencies, Indian Tribes, and Public.	ROD



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Implementation and Monitoring

Identifier: 1.1.2.1.1.3.1

Parent Process Name: Post-Issuance Activities

Description: Once the RMP is approved, respective portions of the plan can be implemented by the resource program managers. The implementation schedule is subject to adjustment because of possible funding constraints. Often, there is the requirement for site-specific plans, Activity Plans (e.g., Grazing Allotment Management Plans, Mine Plans), that contain greater detail than can be addressed in a comprehensive master plan. RMP implementation is monitored and evaluated on a regular basis to ensure that activities comply with decisions made in the plan. Monitoring can also determine the accuracy of judgments made by resource specialists in the EIS. Continued monitoring often produces new and useful information that can be added to the data base, helping to make better land use decisions in the future.

This stage of the planning process may last several years. It is actually a cyclic process that always has some portion active.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
ROD Final RMP/EIS	Receive ROD and Final RMP/EIS from Files.  Review documents and determine what actions are necessary to implement and monitor the plan.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If the management decision in the plan concerns the elimination of uses of land in accordance with CFR 1610.6, send a Congressional Notice to the Congress informing Congress of such action.</p> <p>For monitoring and evaluation, the ROD/RMP will establish intervals and standards based on the sensitivity of the resource to the decisions involved and provide for evaluation to determine whether mitigation measures are satisfactory, whether there has been significant change in the related plans of other agencies, or whether there is new data of significance to the plan.</p> <p>If it is necessary to revise, amend, or make minor changes to the plan, send Modification Notice to Plan Modification.</p> <p>Send ROD/RMP Data to the Area Office to be used in the Annual Work Plan (AWP).</p> <p>If specific case processing is affected by the plan, (e.g., sales, exchanges) send ROD/RMP Data to Case Processing.</p>	<p>Congressional Notice</p> <p>Modification Notice</p> <p>ROD/RMP Data</p> <p>ROD/RMP Data</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>It may be necessary to complete site-specific activity plans to provide for more detail, such as Grazing Allotment Management Plans, Recreation Area Management Plans, Off-Road Vehicle Plans, Mine Plans, Wild Horse Management Plans, Wildlife Habitat Management Plans, Forest Management Plans, and Coal, Oil Shale, and Tar Sand Plans. In these cases, send Activity Plan Information to the Technical Specialists.</p> <p>Send Update Information to GIS.</p>	<p>Activity Plan Information</p> <p>Update Information</p>

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Plan Modification  
 Identifier: 1.1.2.1.1.3.2  
 Parent Process Name: Post-Issuance Activities  
 Description: The plan may be modified three ways: amendment, revision, or minor change (maintenance), each requiring a different process in accordance with the CFR. The purpose of the modification process is to keep the plan current, accurate, and useful.  
 Policies/Procedures: 43 CFR 1610  
 Constraints: None.

Input	Process	Output
Modification Notice	Receive Modification Notice from Implementation and Monitoring indicating that it is necessary to amend, revise, or make minor changes to a portion of the plan.	
Modification Notice	Receive Modification Notice from Various Sources indicating that it is necessary to amend, revise, or make minor changes to a portion of the plan.	
ROD Final RMP/EIS	Receive ROD and Final RMP/EIS from Files.  Analyze the scope of the modification and determine which of the three courses to follow.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If a minor change (maintenance) is necessary in order to further refine or document a previously approved decision incorporated in the plan, add the change to the ROD/RMP. This change should not expand the scope of resource uses or restrictions, or change the terms, conditions, and decisions of the approved plan. Thus, the change does not require formal public involvement and inter-agency coordination.</p> <p>If there is a need to consider monitoring and evaluation findings, new data, new or revised policy, a change in circumstances or a proposed action that may result in a change in the terms, conditions, and decisions of the approved plan, initiate an amendment process.</p>	
	<p>Evaluate the effect of the amendment on the plan, especially an environmental assessment. A public meeting may be held if necessary. If the environmental assessment does not disclose significant impact, the District Manager may make a finding of no significant impact. The District Manager shall make a recommendation on the amendment to the State Director for approval. When approved, send Amendment Notice to the Public of the action taken on the amendment.</p>	Amendment Notice

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Public Input	<p>Receive Public Input from the Public concerning the Amendment. Evaluate the input and make final determination.</p> <p>Incorporate the amendment into the ROD/RMP.</p> <p>If the decision on the amendment is to prepare an EIS, send the Amendment Data to Resource Evaluation to conduct the EIS.</p>	Amendment Data
Amendment EIS	<p>Receive Amendment EIS from Resource Evaluation with the completed amendment EIS.</p> <p>If there is a need to consider monitoring and evaluation finding, new data, new or revised policy and changes in circumstances affecting the entire plan or major portions of the plan, initiate a revision process.</p> <p>Send Revision Notice to Formulation of Alternatives process to begin the revision process.</p>	Revision Notice

## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the chapter lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Activity Plan Information
Abbreviation	
Description	Notice to the technical specialists indicating that it is necessary to produce a site-specific activity plan(s). Includes necessary data to begin the plan development process.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	Specific activity + management policy + RMP Data



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Agency Information
Abbreviation	
Description	Letter used by a managing agency early in the planning process to comment on the development of the RMP.
Data Type	Record
Ability to View	BLM
Ability to Update	Managing Agency
Definition	Resource area + date + Managing Agency + geographic area + comments + justification

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Alternative Data
Abbreviation	
Description	Information for the GIS data base on the alternatives that were developed for a RMP, including supporting data on the alternatives.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + data + list of alternatives + themes + supporting data

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Amendment Data
Abbreviation	
Description	If it is necessary to perform an EIS in order to amend the RMP, this notifies Resource Evaluation to perform an EIS based on the information submitted.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + data + plan data + plan title + amendment data + justification

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Amendment EIS
Abbreviation	
Description	Resource Evaluation performs the EIS on the Amendment and returns the information to the planning office.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + data + amendment information + approval date + discussion + supporting documentation

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Amendment Notice
Abbreviation	
Description	If an amendment does not have a significant environmental impact and does not require an EIS, the District Manager may issue an Amendment Notice on the requested change. This is the formal decision.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + amendment + justification + decision + justification + supporting documentation

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	BLM Data
Abbreviation	
Description	BLM data that is generated from the various BLM automated systems, such as mining records or WIS.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + automated system + type of data + data

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Congressional Notice
Abbreviation	
Description	The CFR requires that Congress be informed if the RMP will eliminate certain uses over certain amount of land.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + elimination data + supporting data

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Draft RMP/EIS
Abbreviation	
Description	The Draft RMP/EIS is the beginning phase for public comment on the two documents, which are combined into one.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + alternatives + affected environment + environmental consequences + supporting documentation



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Final RMP/EIS
Abbreviation	
Description	Final product that goes out for one more review. When approved, this is the final EIS. The RMP is issued as the Record of Decision (ROD).
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + proposed RMP + affected environment + environmental consequence + supporting documentation

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	GIS Data
Abbreviation	
Description	Data received from the MOSS system.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource information + spatial data + alphanumeric data

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inventory Data
Abbreviation	
Description	After the inventory is conducted in preparation for the RMP, the data is entered into the GIS.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + category + data + discussion

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Modification Notice
Abbreviation	
Description	Notice to indicate that it is necessary to revise, amend, or make a minor change to the RMP.
Data Type	Record
Ability to View	All
Ability to Update	BLM, Public
Definition	Resource area + date + modification + justification + recommendation

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Planning Data
Abbreviation	
Description	Information collected from many different agencies and sources that will help with the planning process.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	\$Administrative area + \$Date + \$Originator + \$Comments

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Planning Criteria
Abbreviation	
Description	In the planning process, planning criteria is received from a number of sources, including the CFR, Congress, Courts, and BLM offices.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Legal reference + planning category + office of origin + comment + justification

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Planning Notice
Abbreviation	
Description	Notice sent to Federal Register indicating that the planning process is beginning.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Administrative area + \$Date + \$Remarks

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Planning Requirements
Abbreviation	
Description	For planning analysis, planning criteria is received from a number of sources, including the CFR, Congress, Courts, and BLM offices. It also contains budgetary and staffing information.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Legal reference + budgetary information + staffing information + planning category + office of origin + comment + justification



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Preplan Contract
Abbreviation	
Description	Document created as a result of the Preplanning Analysis process. It is the "plan for the plan," or guide for the planning process.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Administrative area + \$Date + \$Budget + \$Staffing + \$Team composition + \$Other agencies + \$Other BLM offices + \$Preliminary issues + \$Discussion

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Public Input
Abbreviation	
Description	Comment from the public concerning some aspect of the planning process.
Data Type	Record
Ability to View	All
Ability to Update	Public
Definition	Resource area + date + originator + comment + justification

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Public Protest
Abbreviation	
Description	The State Director may receive a public protest from a protesting party who participated in the planning process and who believes that he or she is or may be adversely affected by the approval or amendment of a RMP.
Data Type	Record
Ability to View	All
Ability to Update	Public
Definition	Resource area + date + originator + adverse comment + justification

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	RMP Comments
Abbreviation	
Description	RMP Data
Data Type	Record
Ability to View	All
Ability to Update	Public
Definition	Resource area + date + originator + comment + justification

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	RMP Data
Abbreviation	
Description	Data related to the RMP used to process the RMP and the EIS.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + alternatives + affected environment + data + environmental consequences + supporting documentation + problem areas + comments

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	RMP Notice
Abbreviation	
Description	Notice sent to public indicating that the planning process is progressing and solicitating public comments.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + proposed planning action + geographic area + types of issues + uses + public participation + date of public meeting + BLM official + location of related documents

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	RMP Protest Decision
Abbreviation	
Description	The State Directors renders a decision on a public protest and sends the decision to the protesting party.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + protest + decision + justification + BLM official

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	ROD/RMP Data
Abbreviation	
Description	Information from the RMP.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + RMP Data + Annual Work Plan Recommendation + justification



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Record of Decision
Abbreviation	ROD
Description	When the RMP is finalized, it is issued as the Record of Decision.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + general information + resource management decisions + justification + supporting documentation

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Information
Abbreviation	
Description	During the early planning phase for the RMP, input is requested from any managing agency that might be affected by the RMP.
Data Type	Record
Ability to View	Managing Agency
Ability to Update	BLM
Definition	Resource area + date + land uses + geographic area + Managing Agency + request for information + originator

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Area Data
Abbreviation	
Description	Data from many different sources that provides an input into the planning process.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + land uses + geographic area + data + descriptions + comments

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Revision Notice
Abbreviation	
Description	Notice to indicate that it is necessary to revise the RMP.
Data Type	Recod
Ability to View	BLM
Ability to Update	BLM
Definition	Resource area + date + geographic area + revision + justification + originator

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Update Information
Abbreviation	
Description	Information received as a result of implementation and monitoring that is fed into the GIS.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Resource area + date + land uses + geographic area + data + description

## DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	ROD
Data Name	Record of Decision







Automated Land and Mineral  
Record System  
ALMRS

Global Processes

\* Resource Evaluation \*

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

National Systems & Research Co.  
7150 Campus Drive, Suite 255  
Colorado Springs, Colorado 80918



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## CHAPTER 1

### INTRODUCTION

This document describes the current system for processing resource evaluation pursuant to the following:

1. National Environmental Policy Act of 1969 (NEPA)
2. BLM Environmental Handbook
3. USDI Departmental Manual 516.6 Appendix 5
4. BLM Manual 2063 - Land Reports
5. BLM Manual 3060, Mineral Reports - Preparation and Review
6. BLM Handbook H-3060-1, Sections 601, 702, and 703, Public Law 94-579
7. 3872 - Protests, Contests, and Conflicts
8. 3890 - Mineral Investigation
9. 3924 - Contests

Resource evaluation is described as the current system and procedures involved in providing resource evaluation information in support of BLM land and minerals program management activities. Resource evaluation encompasses activities in the following areas:

1. Environmental Analysis;
2. Land Analysis; and

## INTRODUCTION

### 3. Mineral Analysis.

Environmental analysis describes the procedures involved in providing environmental information in support of resource evaluation of land and minerals management activities.

Land analysis describes the procedures involved in providing land information in support of resource evaluation of land management activities.

Mineral analysis describes the procedures involved in providing mineral information in support of resource evaluation of land and minerals management activities.

This document is organized as follows: Section 1 - Introduction explaining the scope and structure of the document; Section 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the resource evaluation program; Section 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Section 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Section 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.

## CHAPTER 2

### DATA FLOW DIAGRAMS

The current resource evaluation program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing.
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

```

graph TD
    Root((RESOURCE EVALUATION)) --> Env[ENVIRONMENTAL ANALYSIS 1]
    Root --> Land[LAND ANALYSIS 2]
    Root --> Mineral[MINERAL ANALYSIS 3]
    Root --> Eval[MINERAL EVALUATION 4]

    Env --> Eval1[EVALUATION .1]
    Env --> Tech[TECHNICAL RESEARCH .2]
    Env --> Impact[IMPACT ANALYSIS .3]
    Env --> Rec[RECORD OF DECISION .4]
    Env --> Dec[DECISION FACTORS .1]
    Env --> RecRat[RECOMMENDATIONS RATIONALE .2]
    Env --> LandDec[LAND DECISION .3]
    Env --> Notice[NOTICE OF REALTY ACTION .4]

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    Eval1 --> Cat[CATEGORICAL EXCLUSION .2]
    Eval1 --> EnvRef[ENVIRONMENTAL REFERENCE .3]
    Eval1 --> Scoring[SCORING .4]

    Tech --> Coord[RESEARCH COORDINATION .1]
    Tech --> TechDev[TECHNICAL REPORT DEVELOPMENT .2]
    Tech --> ResInfo[RESOURCE INFORMATION .3]
    Tech --> DocPrep[DOCUMENT PREPARATION .2]

    Impact --> SigDet[SIGNIFICANCE DETERMINATION .1]
    Impact --> ResInfo2[RESOURCE INFORMATION .3]
    Impact --> FieldRep[FIELD REPORTING .4]
    Impact --> EnvRef2[ENVIRONMENTAL REFERENCE .3]

    Rec --> AppAssign[APPRAISAL ASSIGNMENT .1]
    Rec --> DataColl[DATA COLLECTION & ANALYSIS .2]
    Rec --> GroundIns[GROUND INSPECTION .3]
    Rec --> PrepApp[PREP OF APPRAISAL REPORT .4]
    Rec --> AppReview[APPRAISAL REVIEW & DETERMIN .3]
    Rec --> LandStat[MINERAL LAND STATUS .2]
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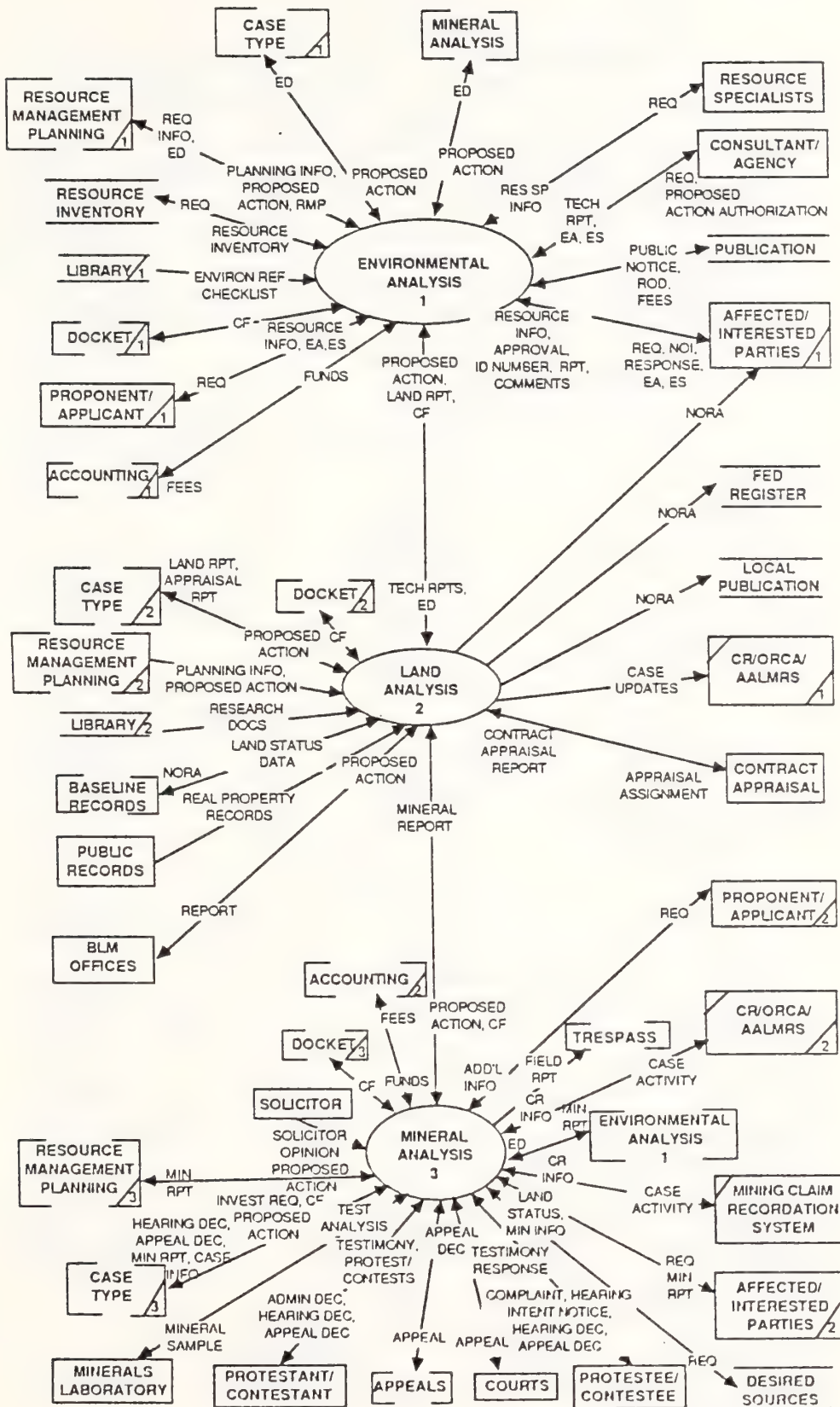
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    LandDec --> ConRec[CONCLUSIONS/RECOMMENDATIONS .1]
    LandDec --> DocDev[DOCUMENT DEVELOPMENT .2]
    LandDec --> ApproDist[APPROVAL DISTRIBUTION .3]
    LandDec --> AdmHear[ADMINISTRATIVE HEARING .2]
    LandDec --> AppealDec[APPEAL DECISION .3]

    Mineral --> MineralAssess[MINERAL ASSESSMENT .3]
    Mineral --> MineralEval2[MINERAL EVALUATION .4]
    Mineral --> MineralContest[MINERAL CONTEST .4]

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    MineralAssess --> PropConf[PROPOSAL CONFERENCE .2]
    MineralAssess --> Sampling[SAAMPLING AND TESTING .3]
    MineralAssess --> MineralSurvey[MINERAL SURVEY .4]
    MineralAssess --> KnownMin[KNOWN MINERAL RESOURCE AREA DETERMINATION .2]
    MineralAssess --> MineralPot[MINERAL POTENTIAL DETERMINATION .3]
    MineralAssess --> ComClass[COMMODITY CLASSIFICATION .4]
    MineralAssess --> OpsEval[OPERATIONS EVALUATION .1]
    MineralAssess --> EconApp[MINERAL APPRAISAL .3]
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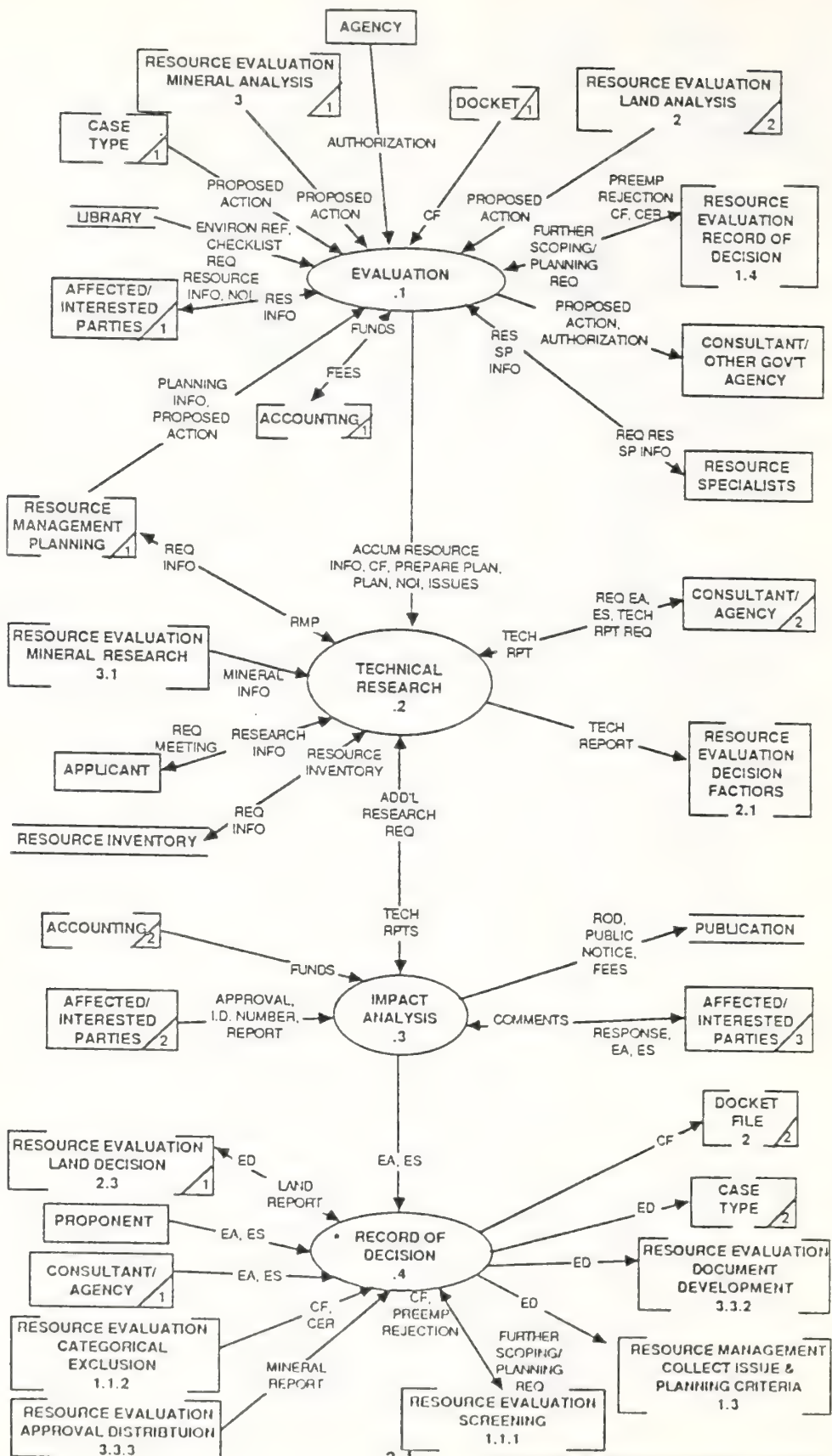
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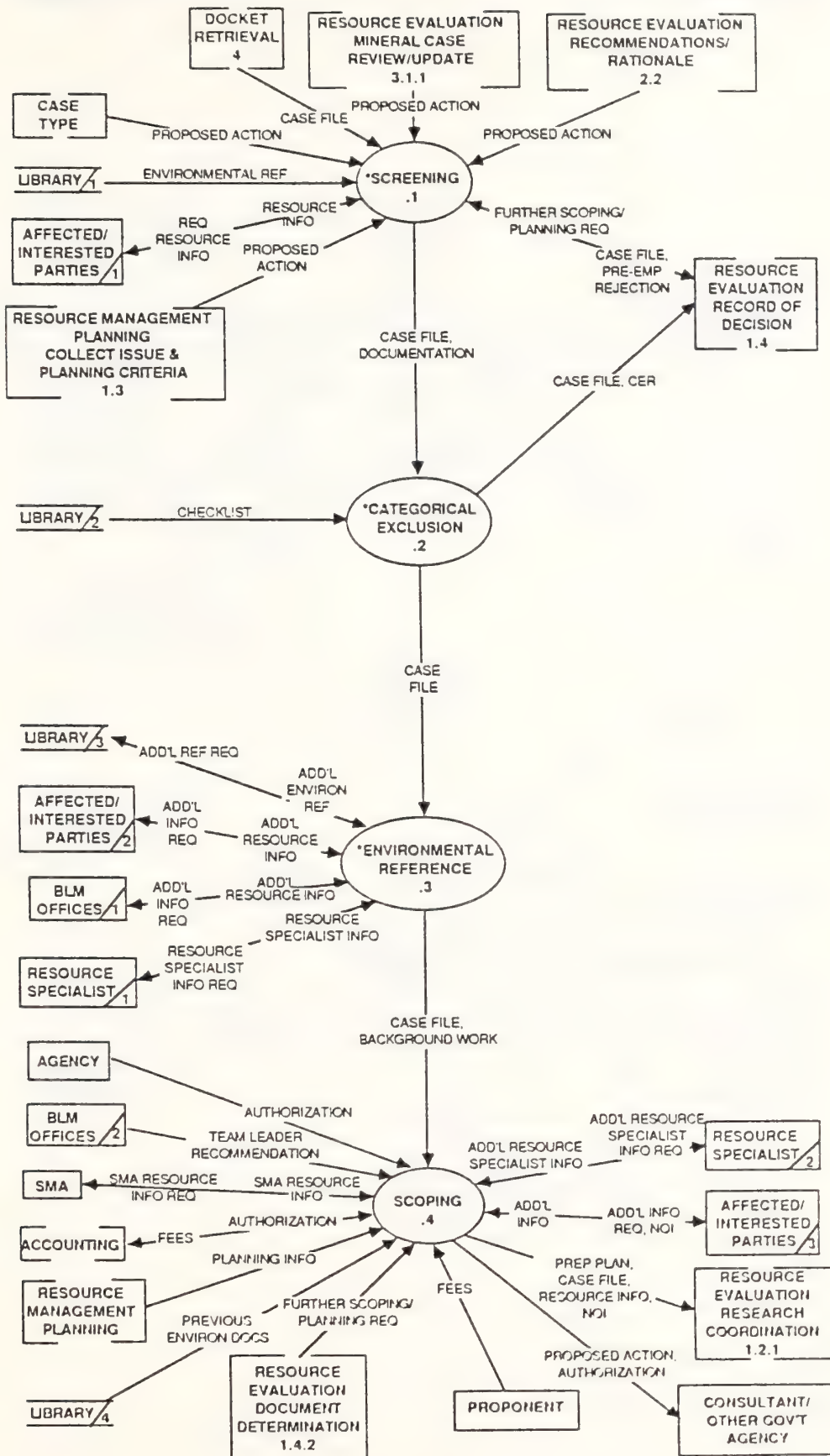


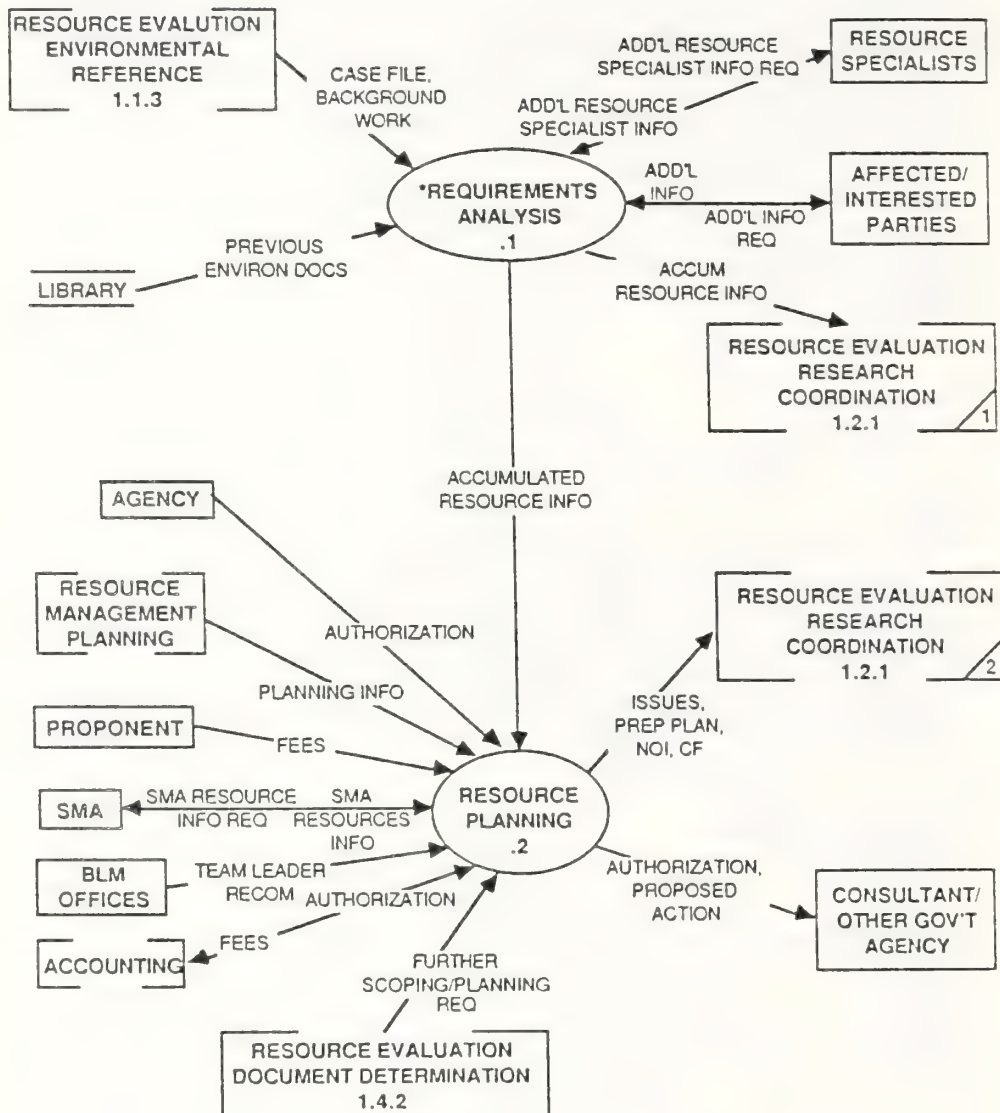


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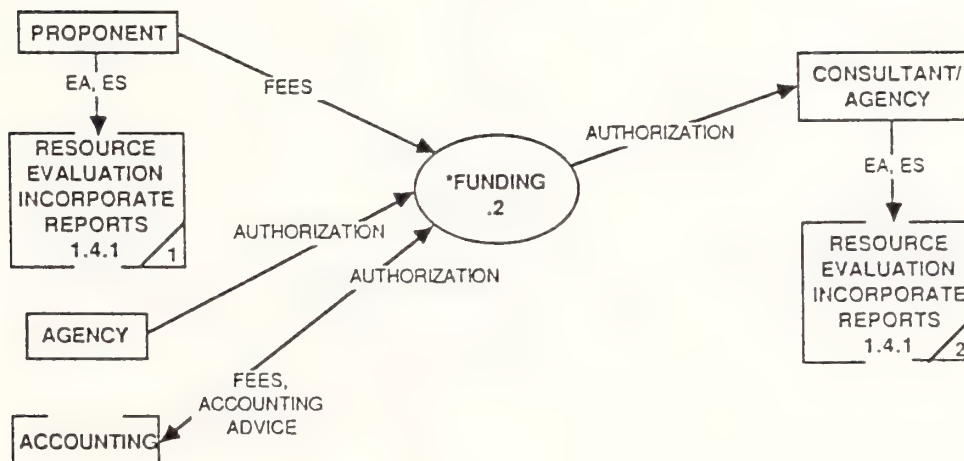
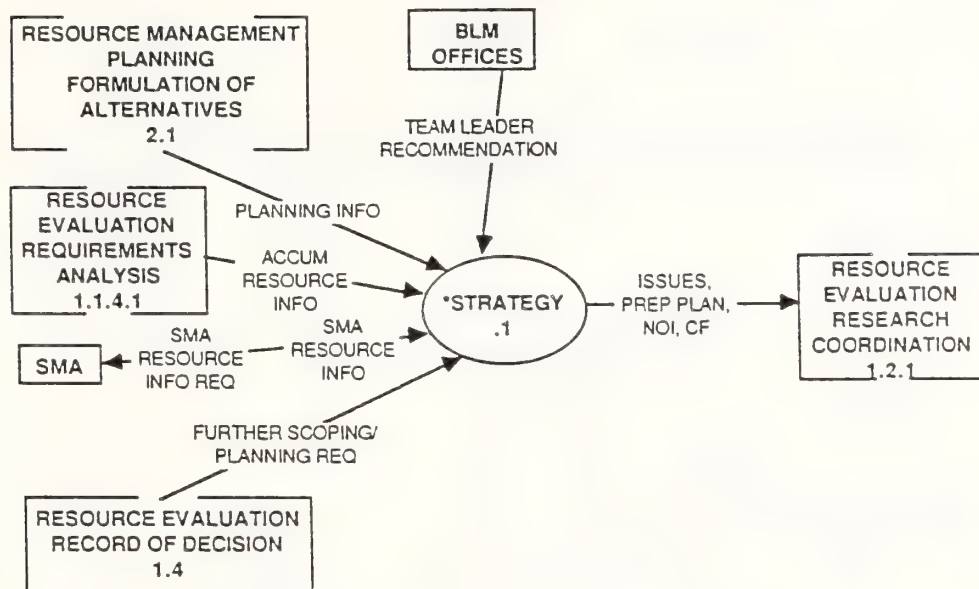
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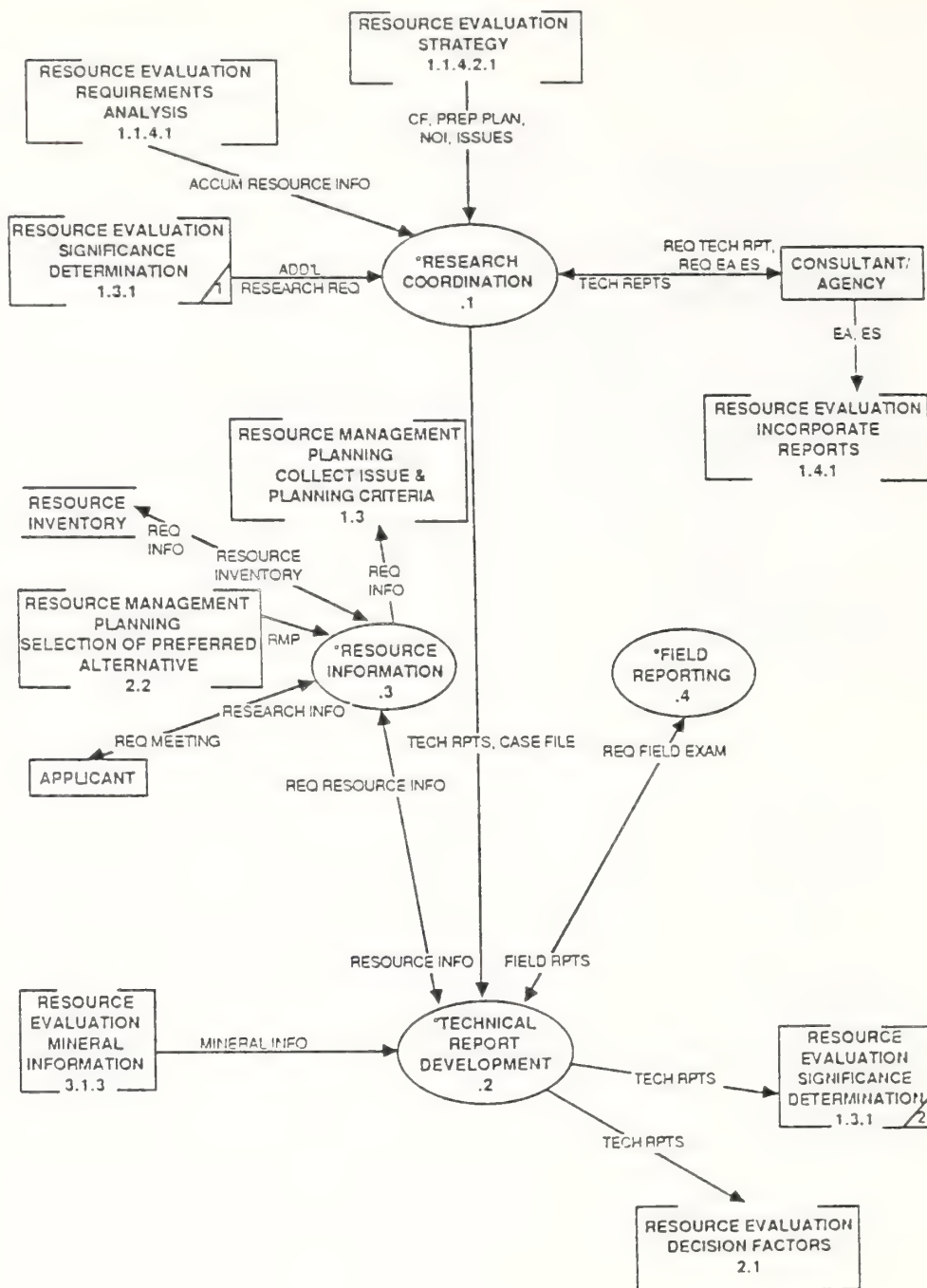


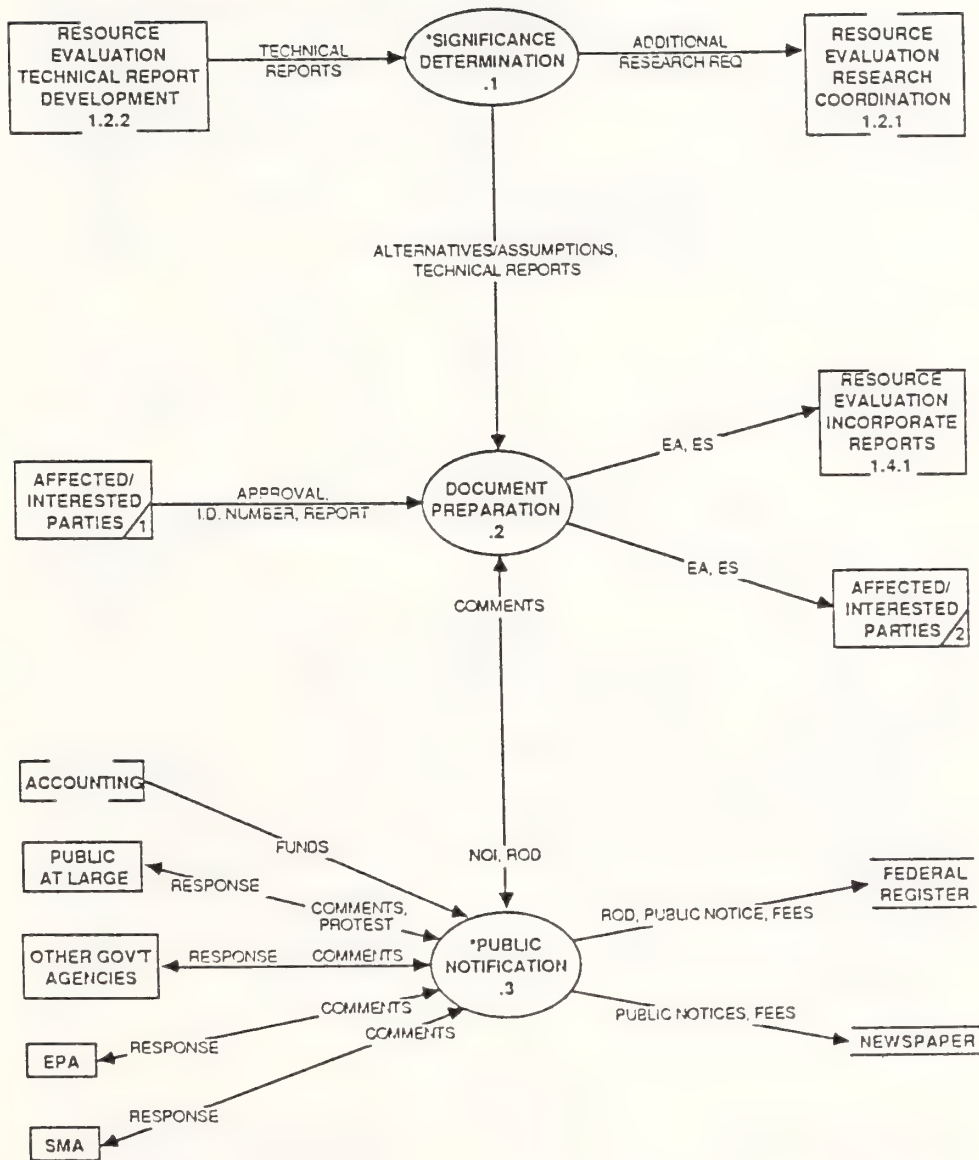






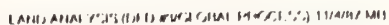


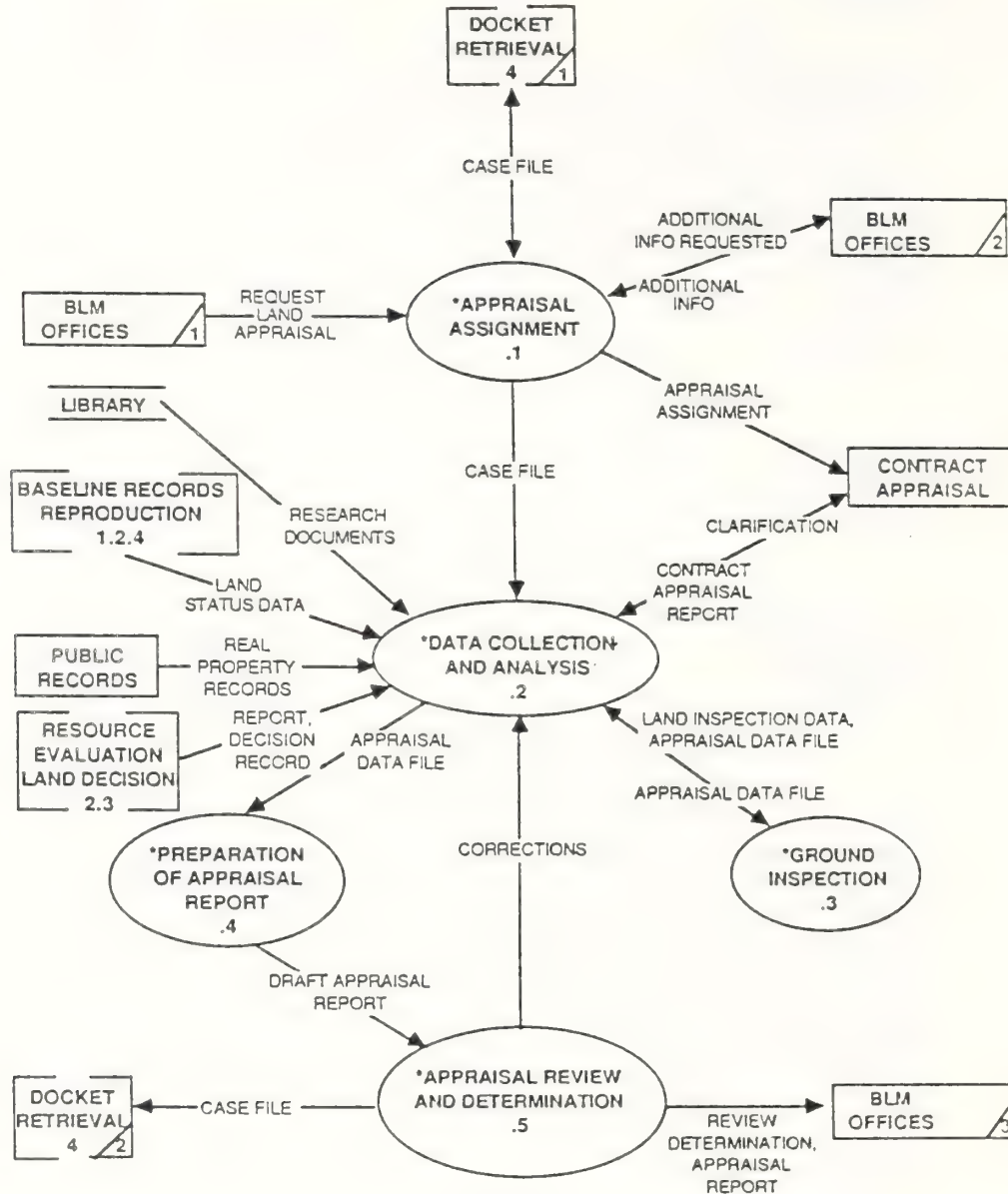


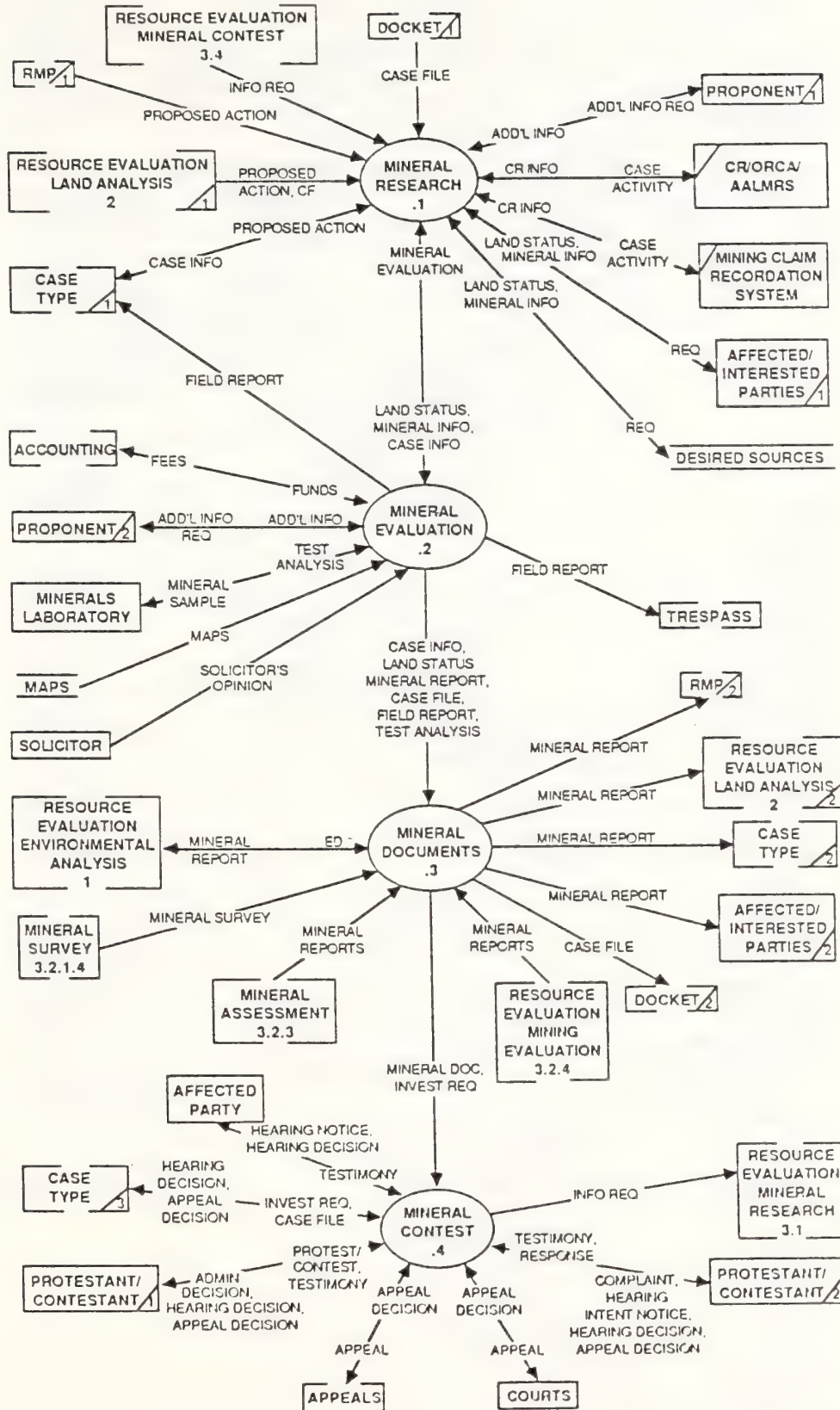






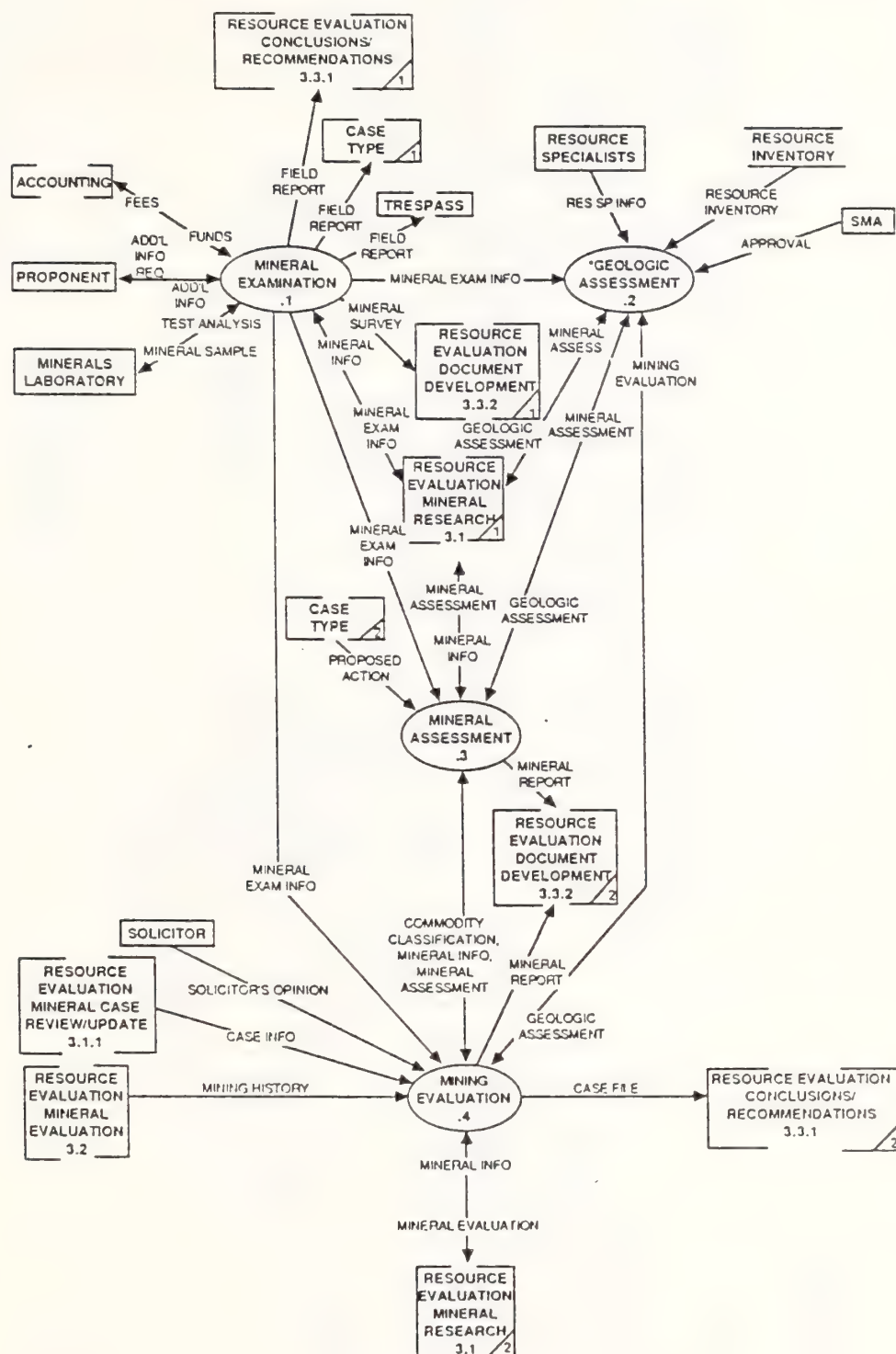


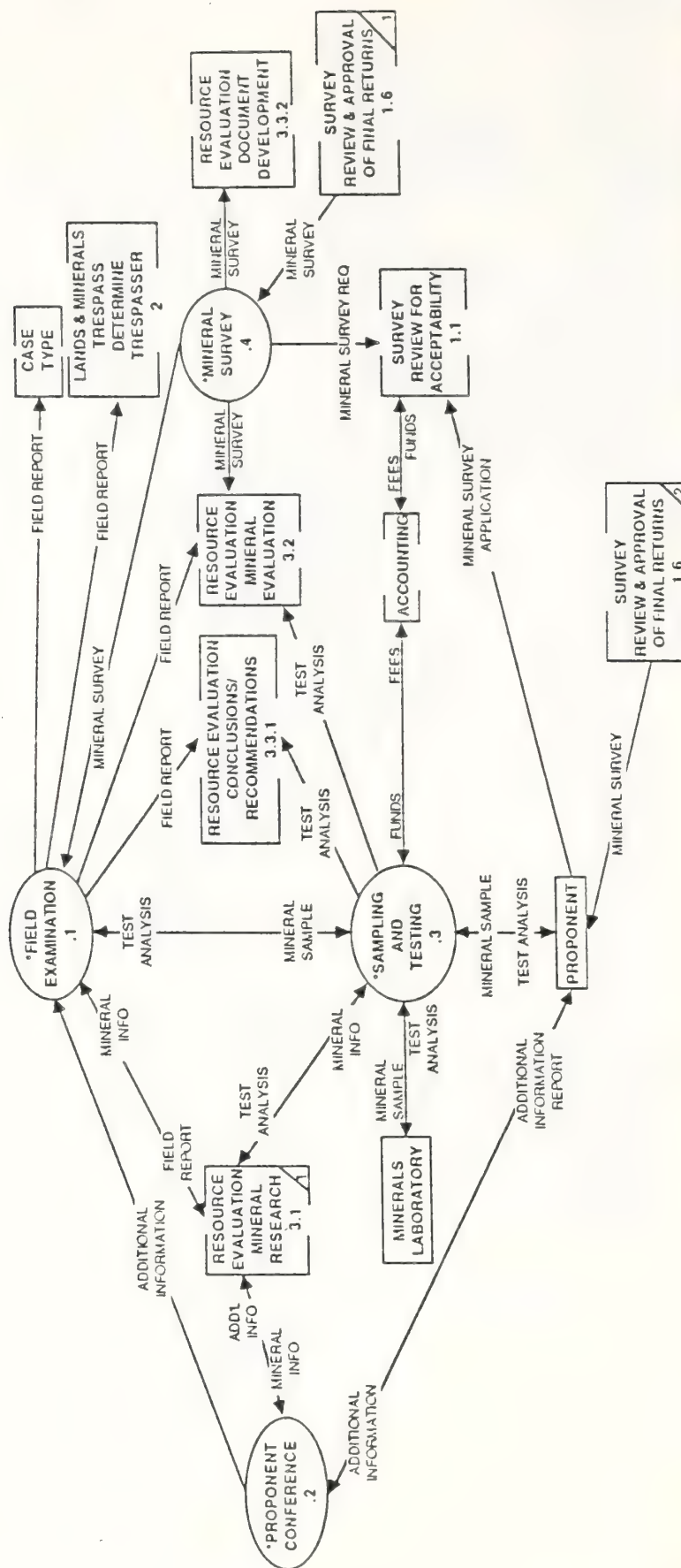






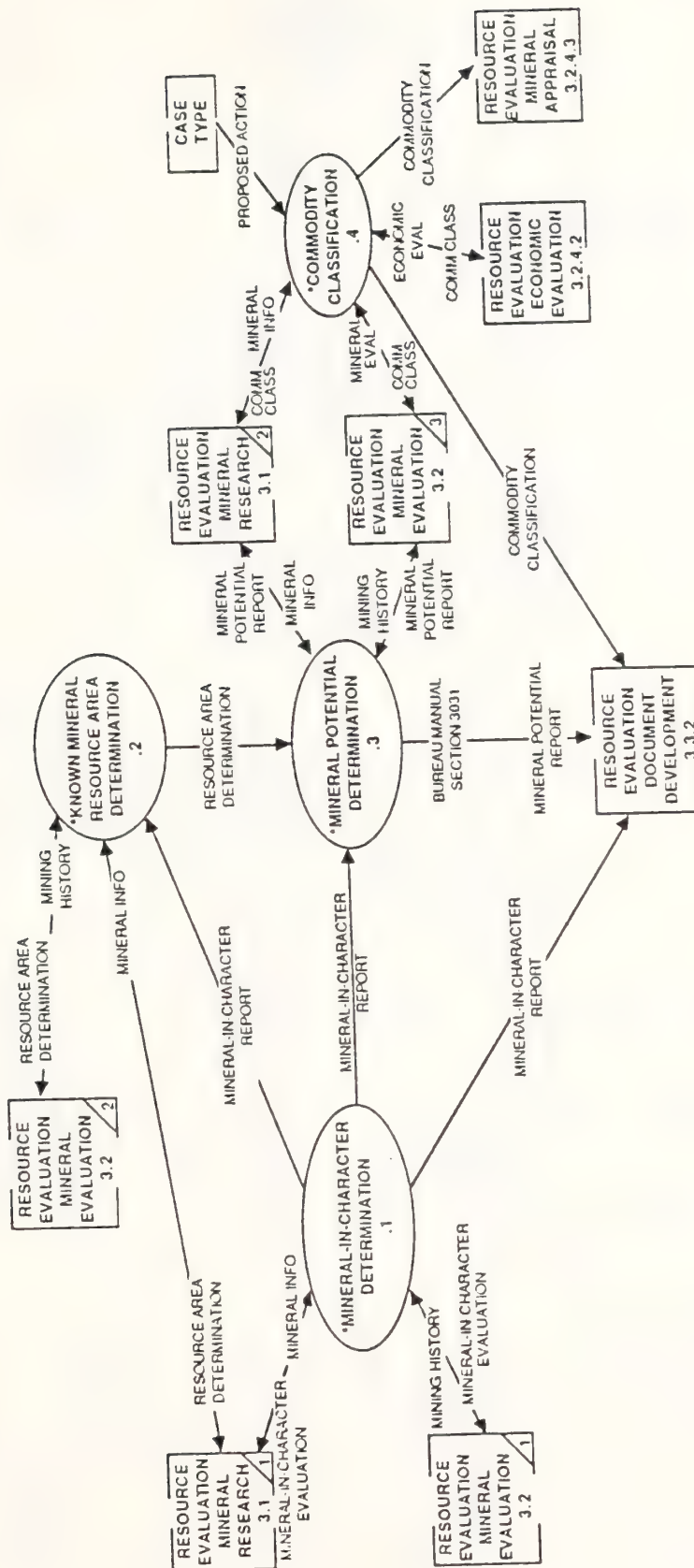




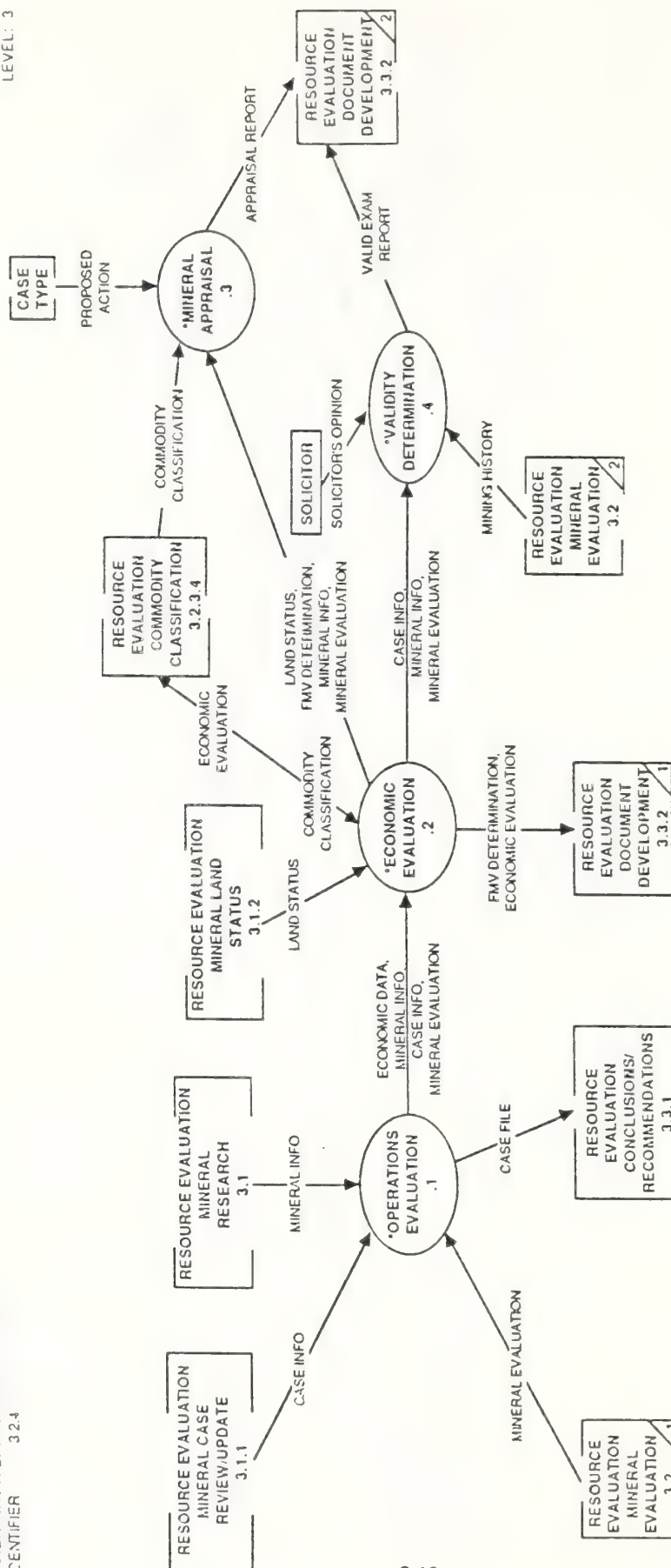


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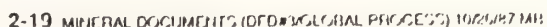
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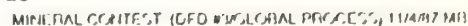


MINERAL ASSESSMENT (DFD #3) GLOBAL PROCESS 10/25/87 MJB









## CHAPTER 3

### PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Section 2. The Section 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Section 4 narrative for that process is also listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
3.4.2	Administrative Hearing	3	2-20	4-57
3.4.3	Appeal Decision	3	2-19	4-58
2.5.1	Appraisal Assignment	3	2-12	4-26
2.5.5	Appraisal Review	3	2-12	4-30
3.3.3	Approval/Distribution	3	2-19	4-54
1.1.2	Categorical Exclusion	3	2-5	4-4
3.2.3.4	Commodity Classification	4	2-17	4-45
3.3.1	Conclusions/Recommendations	3	2-18	4-50
2.5.2	Data Collection and Analysis	3	2-12	4-27
2.1	Decision Factors	2	2-11	4-21
3.3.2	Document Development	3	2-19	4-52
1.3.2	Document Preparation	3	2-9	
3.2.4.2	Economic Evaluation	4	2-18	4-47
1	Environmental Analysis	1	2-3	
1.1.3	Environmental Reference	3	2-5	4-5
1.1	Evaluation	2	2-4	
3.2.1.1	Field Examination	4	2-16	4-37
1.2.4	Field Reporting	3	2-8	4-12
1.1.4.2.2	Funding	5	2-7	4-8
3.2.2	Geologic Assessment	3	2-15	4-41
2.5.3	Ground Inspection	3	2-12	4-28
1.3	Impact Analysis	2	2-4	

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
3.2.3.2	Known Mineral Resource Area Determin.	4	2-17	4-43
2	Land Analysis	1	2-3	
2.5	Land Appraisal	2	2-11	
2.3	Land Decision	2	2-11	4-24
3.2.3.1	Mineral-In-Character Determination	4	2-17	4-42
3	Mineral Analysis	1	2-3	
3.2.4.3	Mineral Appraisal	4	2-18	4-48
3.2.3	Mineral Assessment	3	2-15	
3.1.1	Mineral Case Review/Update	3	2-14	4-31
3.4	Mineral Contest	2	2-13	
3.3	Mineral Documents	2	2-13	
3.2	Mineral Evaluation	2	2-13	
3.2.1	Mineral Examination	3	2-15	
3.1.3	Mineral Information	3	2-14	4-35
3.4.1	Mineral Investigation	3	2-20	4-55
3.1.2	Mineral Land Status	3	2-14	4-33
3.2.3.3	Mineral Potential Determination	4	2-17	4-44
3.1	Mineral Research	2	2-13	
3.2.1.4	Mineral Survey	4	2-16	4-40
3.2.4	Mining Evaluation	3	2-15	
2.4	Notice of Realty Action	2	2-11	4-25
3.2.4.1	Operations Evaluation	4	2-18	4-46

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
2.5.4	Preparation of Appraisal Report	3	2-12	4-29
1.3.2.1	Prepare Environmental Assessment	4	2-9	4-15
1.3.2.2	Prepare Environmental Statement	4	2-9	4-16
3.2.1.2	Proponent Conference	4	2-16	4-38
1.3.3	Public Notification	3	2-8	4-14
2.2	Recommendations/Rationale	2	2-11	4-22
1.4	Record of Decision	2	2-4	4-19
1.1.4.1	Requirements Analysis	4	2-6	4-6
1.2.1	Research Coordination	3	2-8	4-9
1.2.3	Resource Information	3	2-8	4-11
1.1.4.2	Resource Planning	4	2-6	
3.2.1.3	Sampling and Testing	4	2-16	4-39
1.1.4	Scoping	3	2-5	
1.1.1	Screening	3	2-5	4-2
1.3.1	Significance Determination	3	2-9	4-13
1.1.4.2.1	Strategy	5	2-7	4-7
1.2.2	Technical Report Development	3	2-8	4-10
1.2	Technical Research	2	2-4	
3.2.4.4	Validity Determination	4	2-18	4-49

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Section 2.



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Screening

Identifier: 1.1.1

Parent Process Name: Evaluation

Description: A proposed action is screened for further consideration, additional information is collected, and documentation is prepared.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Proposed Action (Case Process, Mineral Analysis, Land Analysis, Planning)	Initiate research evaluation to develop environmental document.	
Case File	Obtain case file from docket.  Determine required resource information.	Request Resource Information (Affected/ Interested Parties)
Environmental References (Library)	Analyze environmental references.	
Resource Information (Affected/ Interested Parties)	Receive and analyze resource information. Identify preliminary issues.  Determine if further consideration is warranted.  If further consideration is not warranted, develop preemptory rejection.	Case File Preemptory Rejection (Record Decision)



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Screening

Identifier: 1.1.1

Input	Process	Output
	When further consideration is warranted, accumulate information to date and prepare documentation.	Case File Documentation (Categorical Exclusion)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Categorical Exclusion

Identifier: 1.1.2

Parent Process Name: Evaluation

Description: A proposed action is reviewed to determine whether it qualifies for categorical exclusion.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
DM516 Checklist	If the proposed action is not in conflict with the nine exclusionary criteria found in the checklist, prepare a CER.	CER Case File (Record Decision)
	If the proposed action cannot be categorically excluded, send the case file with completed checklist to Environmental Reference.	Case File (Environmental Reference)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Environmental Reference

Identifier: 1.1.3

Parent Process Name: Evaluation

Description: A proposal is reviewed to determine what references and resources may be required. Once received, these references and resources are reviewed, and pertinent findings are incorporated into the background work.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Case File (Categorical Exclusion)	Determine references and resources required.	Additional References Required (Library)
		Additional Information Requested (Affected/Inter- ested Parties, BLM)
		Resource Specialist Information Requested (Resource Specialists)
Additional Environmental References Additional Resource Information Resource Specialist Information	Evaluate additional informa- tion. Document pertinent findings in background work.	Case File Background Work (Scoping)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Requirements Analysis

Identifier: 1.1.4.1

Parent Process Name: Scoping

Description: This process determines which resource specialists and parties have the required information and incorporates the pertinent data.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Case File Background Work	Analyze the background information and determine which resource specialists and parties have the required information.	Additional Resource Specialist Information Requested (Affected/Interested Parties)
Previous Environmental Documents (Library)	Incorporate the pertinent information received into accumulated resource information.	Accumulated Resource Information (Resource Planning, Research Coordination)
Additional Resource Specialist Information Additional Information		

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Strategy

Identifier: 1.1.4.2.1

Parent Process Name: Resource Planning

Description: Strategy is developed by assigning a team leader, implementing planning and analyzing information.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Team Leader Recommendation (BLM units)	Assign team leader.	
Planning Information	Implement land-use planning system and its regulations to develop a prep plan and NOI.	Preparation Plan NOI
	Request SMA resource information.	SMA Resource Information Requested
Accumulated Resource Information SMA Resource Information	Analyze accumulated resource information and SMA resource information to develop issues relating to the environmental analysis.	Issues Case File
Further Scoping/Planning (Document Determination)	If further scoping/planning is required, this process is reviewed again at the planning information stage.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Funding

Identifier: 1.1.4.2.2

Parent Process Name: Resource Planning

Description: The BLM, a consultant, or other agency develops the EA or ES. If the BLM develops the EA/ESm then cost reimbursement is the funding method. If a consultant or outside agency prepares the EA/ES for the BLM, then BLM authorization is used for funding.

Policies/Procedures: Environmental Analysis Handbook

Constraints: If a consultant or outside agency prepares the EA/ES that is not BLM initiated, then funding is not an issue for preparation.

Input	Process	Output
Fees (Proponent)	BLM receives fees from proponent for development of an EA or an ES.	Fees (Accounts)
	Prepare Accounting Advice and send to accounting.	Accounting Advice (Accounting)
Authorization (Agency, Accounting)	BLM receives an authorization from an agency that will pay for the EA or ES or from BLM accounting to pay a consultant or agency to develop an EA or ES.	
	Send authorization to Consultant or agency.	Authorization (Consultant/ Agency)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Research Coordination .

Identifier: 1.2.1

Parent Process Name: Technical Research

Description: Coordinate the research by ascertaining the agency/consultant who will develop the technical reports. Determine if additional research is required.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Case File Preparation Plan NOI Issues Accumulated Resource Information (Evaluation)	Determine required resource information and field examination and who will develop the technical reports.	
	Consultant/Agency will provide technical reports/EA/ES.	Request Technical Reports Request EA/ES
Technical Reports (Consultant/ Agency)	Technical reports are received from consultant/agency. Combine preparation plan and accumulated resource information into case file.	Technical Reports Case File (Technical Report Development)
Additional Research Required (Impact Analysis)	If additional research is required, further research coordination will be addressed.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Technical Report Development

Identifier: 1.2.2

Parent Process Name: Technical Research

Description: Develop technical reports form mineral information, resource information and field reports.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Technical Reports	Receive technical reports developed by consultant/ agency and distribute.	Technical Reports (Impact Analysis Information Research)
Case File	Determine resource information and field examination needed to develop technical reports.	Request Resource Information (Resource Information)
Mineral Information Resource Information Field Reports	Incorporate information and reports to develop technical reports.	Technical Reports



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Resource Information

Identifier: 1.2.3

Parent Process Name: Technical Research

Description: Determine the required additional resource information and collect necessary data.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Request Resource Information	Determine the required additional resource information and make necessary requests.	Request Information (Resource Inventory) (RMP) Request Meeting (Applicant)
Resource Inventory RMP Research Information (Applicant)	Collect necessary required data form resource inventory, RMP, and research information. Report the findings.	Resource Information (Technical Report Development)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Field Reporting

Identifier: 1.2.4

Parent Process Name: Technical Research

Description: Determine pertinent information from field examinations and prepare field reports.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Request Field Examination (Technical Report Development)	Determine necessary on-site inspections and resource specialist examinations to develop field reports.	
	Identify conflicts: Section 7, T&E Section 106, Cultural/ Paleontology	
	Examine areas, such as, wilderness, cultural resources, visual resources, paleontology, historical, and T&E species to develop field reports.	Field Reports (Technical Report Development)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Significance Determination

Identifier: 1.3.1

Parent Process Name: Impact Analysis

Description: Determine the significance of the technical reports and judge if additional research is required. Develop alternatives and assumptions.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Technical Reports (Technical Report Devel- opment)	Determine if additional research is required. If it is, send a memo to Research Coordination.	Additional Research Required
Technical Reports	Develop alternatives and assumptions.	Alternatives Assumptions Technical Reports (Document Preparation)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Public Notification

Identifier: 1.3.3

Parent Process Name: Impact Analysis

Description: Public notification is developed from a notice of intent or a record of decision. Comments are received after a specified time period.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Funds	Receive funds to pay for publication.	Fees (Federal Register, Newspaper)
NOI ROD	Develop public notice utilizing information from NOI and/or ROD.	Public Notice (Federal Register, Newspaper)
Comments (Public at Large, Other Gov't Agencies, EPA, SMA)	Comments are received relating to the issues of an EA or ES.  Pertinent comments are addressed and incorporated.	Response (Public at Large, Other Gov't Agencies, EPA, SMA)

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Prepare Environmental Assessment

Identifier: 1.3.2.1

Parent Process Name: Document Preparation

Description: Preparing an environmental assessment (draft or final) involves notifying the public, determining the impacts of the proposed action and making recommendations based on the analysis of the impacts.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
Alternatives Assumptions Technical Reports (Significance Determination)	Notify the public of the availability of the (draft) EA and allow comment period.	NOI (Public Notification)
Comments (Pubic Notification)	Changes will be made if the comments warrant it.	
	The final product is the EA which includes findings of no significant impact or findings of impact. The EA is sent to other Gov't agencies and SMA.	EA (Other Gov't Agencies, SMA) (Incorporate Reports)
	If an ES is required, an EA is used to aid in its preparation.	EA (Prepare ES)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Prepare Environmental Statement

Identifier: 1.3.2.2

Parent Process Name: Document Preparation

Description: Notify the public and make the necessary determinations when preparing an environmental statement.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
EA (Prepare EA)   Technical Reports	When necessary, a request for information will be sent to other involved SMAs. They will return any necessary reports that include recommendations and stipulations.	Request SMA Information
Comments	Once a preliminary draft is written an informal copy may be sent out to interested parties. The interested parties will in turn send back informal draft ES comments. After all informal comments are reviewed and considered, the draft ES is completed.	Informal Copy of Draft ES
Approval (BLM, DOI)	Before the draft ES goes out for public review, a copy of the draft ES is sent to the Assistant Secretary for Land and Water Resources and must be approved at the Departmental level.	Copy of Draft ES
ID Number	Once the approval is given, it is printed and sent to the EPA, where it is registered and given an ID number. The EPA will also review the draft ES.	Copy of Draft ES



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Comments	At this point, public notice is published in the Federal Register and newspapers, notifying the public of the availability of the draft ES for review and allowing a 60-day comment period. Public meetings or a public hearing, if appropriate, are held during this time period. Public comments received during the official comment period are officially filed for analysis.	NOI (Public Notification)
Approval (BLM)	The Director approves the preliminary final ES, which then becomes the final ES. Departmental approval is required for the final ES. After Departmental approval, the final ES is cleared for printing and made available to the EPA and the public. Copies must be sent to everyone who commented on the draft.	Copy of Final ES
	If a public protest issue is not resolved, the issue may go to the State Director to review and/or change, to the Secretary level, or to the IBLA.	
	When the final ES is published, notice is sent to the Federal Register and newspapers.	NOI (Public Notification)

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>When the final ES availability is published in the Federal Register, a 30-day "no action" period must be observed before any action may be implemented. A 30-day protest period is provided. Following the 30-day protest period, all protests are evaluated and a Record of Decision is published in the Federal Register and newspapers.</p>	<p>Record of Decision (Public Notification)</p>



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Record of Decision

Identifier: 1.4

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Parent Process Name: Environmental Analysis
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**Description:** Develop the environmental document by incorporating the EA, ES and Land Report.

Policies/Procedures: Environmental Analysis Handbook

Constraints: None.

Input	Process	Output
<p>Preemptory Rejection (Screening) CER Case File (Categorical Exclusion)</p>	<p>Proposed action is complete. The preemptory rejection and CER determine that no further consideration is necessary.</p>	
<p>EA ES (Proponent, Consultant, Agency, Docu- ment Prepara- tion) Mineral Report (Mineral Analysis) Land Report (Land Analysis)</p>	<p>Incorporate the EA, ES, Mineral Report, and Land Report into an environmental document.</p>	
	<p>Determine if further scoping/ planning is required at the scoping process. If it is, analysis is reviewed again.</p>	<p>Further Scoping/ Planning Required (Scoping)</p>
	<p>If the environmental document is adequate and complete, the document is distributed.</p>	<p>Environmental Document (Case Process, Land Analysis, Planning)</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Case File is sent back to Docket.	Case File (Docket)

## INPUT/PROCESS/OUTPUT NARRATIVES

| Process Name: Decision Factors

Identifier: 2.1

Parent Process Name: Land Analysis

Description: The background information that is required for land analysis has been assessed in technical report development. Technical reports are acquired from this process and relayed to Recommendations/Rationale.

Policies/Procedures: 2063--Land Reports

Constraints: None.

Input	Process	Output
Technical Reports (Technical Report Devel- opment)	Determine pertinent technical reports. Included in these reports are the following decision factors: (1) land ownership of adjacent lands (2) economic effects of the proposed use (3) social effect of the proposed action (4) land access and effect (5) land-use capability and special development requirements (6) past, present, and future land uses and effects (7) state/county/local govern- ment support or opposition (8) public support or opposition (9) legal requirements/con- siderations	Technical Reports (Land Evalua- tion)

# INPUT/PROCESS/OUTPUT NARRATIVES

| Process Name: Recommendations/Rationale  
 | Identifier: 2.2  
 | Parent Process Name: Land Analysis  
 | Description: The recommendations/rationale is a complete  
 | analysis of all aspects of the proposed action to  
 | complete the Land Report.  
 | Policies/Procedures: 2063--Land Reports, Public Law 91-646, Sections  
 | 206, 204 2(B), 402(g), of FLPMA (1976)  
 | Constraints: The environmental analysis is incorporated into a  
 | combined "EA/Land Report" to avoid duplication of  
 | material, but they both require the ability to  
 | stand alone.

Input	Process	Output
Technical Reports (Land Informa- tion Research) Proposed Action (Case Process) Research Documents (Library) Land Status Data (Records) Real Property Records (Public Records)	Analyze all aspects of the proposed action using the technical reports and other pertinent data. The Recommendations/Rationale must include: (1) an explanation of all fac- tors involved in arriving at the recommendations (2) stipulations to be in- cluded according to the mitigating measures stated in the EA/ES (3) patent restrictions and proposed reservations (4) explanation of mitigating measures (5) actions requiring classi- fication (6) actions not requiring classification (7) location	Report (Land Decision)
Planning Info (RMP)	Adhere to planning policies of BLM and state the relationship of the proposed action to existing MFP/URA/RMP.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Case File (Docket)	Obtain case file from Docket.	Case File (Docket)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Land Decision

Identifier: 2.3

Parent Process Name: Land Analysis

Description: Incorporate appropriate information into a land report and appraisal report. Formulate a decision record.

Policies/Procedures: 2063--Land Reports, Public Law 91-646, Sections 206, 402 (g) of FLPMA (1976).

Constraints: None.

Input	Process	Output
Case File (Docket)	Determine if further evaluation is needed. If it is, assess the information further.	Further Evaluation Required (Land Evaluation)
Mineral Report (Mineral Analysis)		
Environmental Document (Environmental Analysis)	If further evaluation is not required, incorporate the report, mineral report, and environmental document to develop Recommendations/Rationale for the Land Report.	Land Report (Case Process)
Report (Land Evaluation)		
	Recommendations, as well as information from the report are prepared in a decision record. The decision to issue a NORA (including a preliminary NORA) is formulated.	Report Decision Record (Notice of Realty Action)
	Send case file back to Docket.	Case File (Docket)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Notice of Realty Action

Identifier: 2.4

Parent Process Name: Land Analysis

Description: A NORA is not a land analysis, but a reiteration of that analysis for publication to inform the public and allow public comment.

Policies/Procedures: Sections 210 and 203(c) of FLPMA

Constraints: NORA is published for all lands case types except noncompetitive rights-of-way.

Input	Process	Output
Report Decision (Land Decision)	The decision to issue a preliminary NORA or NORA is received from Land Decision.  A copy of the NORA is forwarded.  Dates of publication are noted in a Case Recordation system.	NORA (Proponent/Applicant, Consultant, Fed Register, Local Publication, Records, SMA, Parties of Interest, Other Gov't Agencies, Other Fed Government, Internal BLM, Private Organizations)  Case Updates (Case Recordation System)



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Appraisal Assignment

Identifier: 2.5.1

Parent Process Name: Land Appraisal

Description: The Appraisal Assignment process is generated by a case type action requiring an appraisal and subsequent request to the appraisal staff for a land appraisal.

Policies/Procedures: 43 CFR 9310

Constraints: None.

Input	Process	Output
Request Land Appraisal (BLM Units)	Analysis is made of the type, difficulty, location, and time necessary to complete the appraisal report to make an assignment. The assignment may be made to a district, state office, or contract appraiser.	Appraisal Assignment (Contract Appraisal)
Add'l Information (BLM Units)	The chief appraiser requests data necessary to make an assignment. The appraiser assigned the case may also make a request for more data. Generally this is in the form of a verbal request.	Add'l Information Requested (BLM Units)
Case File (Docket)	The case file is reviewed to obtain important data relating to the solution of the appraisal problem, (e.g., maps, plats, letters, lease stipulations, field reports, EA/Land Report and Land Decision).	Case File



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Data Collection and Analysis  
 Identifier: 2.5.2  
 Parent Process Name: Land Appraisal  
 Description: Accumulate required data to formulate and document a value conclusion. Cost, Market Data, and Income are applications to reconcile value indications.  
 Policies/Procedures: 43 CFR 9310, FLPMA Sections 203 and 206, 9310 BLM Manual, Uniform Appraisal Standards for Federal Land Acquisitions  
 Constraints: Land case types require the appraisal to be fair market value.

Input	Process	Output
Case File Research Documents Land Status Data Real Property Records Report Decision Record	Analyze the required locational, economic, property, and comparative data. Inspections are also made upon properties similar to property being appraised.	
Land Inspection Data Appraisal Data File	Site specific data from a ground inspection is also included in the Appraisal Data File.	Appraisal Data File
Contract Appraisal	If a contract appraisal is unclear, the BLM will analyze the report and request clarification if necessary.	Clarification
Corrections	When the completed appraisal is reviewed, corrections may need to return to Data Collection and Analysis.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Ground Inspection

Identifier: 2.5.3

Parent Process Name: Land Appraisal

Description: The Ground Inspection is an on-site analysis of actual on the ground features of the subject parcel and comparable parcels.

Policies/Procedures: 43 CFR 9310, 9310 BLM Manual

Constraints: None.

Input	Process	Output
Appraisal Data File	The appraiser assigned to the case makes an on-site inspection of the parcel and comparable parcels. The land inspection data is then included with the appraisal data file and becomes part of the analysis.	Land Inspection Data Appraisal Data File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Preparation of Appraisal Report

Identifier: 2.5.4

Parent Process Name: Land Appraisal

Description: Preparation of the appraisal report process is a draft report written from all of the data collection and analyses.

Policies/Procedures: 43 CFR 9310, 9310 BLM Manual, Uniform Appraisal Standards for Federal Land Acquisition

Constraints: None.

Input	Process	Output
Appraisal Data File	Data is analyzed and formulated in an orderly presentation following accepted professional practices as outlined in 9310 BLM Manual. Pertinent maps, plats, photos and documents are also included.  Report is rewritten or corrected as required to meet minimum Bureau standards as specified by the review report.	Draft Appraisal Report

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Appraisal Review

Identifier: 2.5.5

Parent Process Name: Land Appraisal

Description: Certify that appraisal reports comply with Bureau standards for real property reports and reflect the fair market value.

Policies/Procedures: 43 CFR 9310.3 - Appraisal Review Procedures

Constraints: Must be legal and prudent.

Input	Process	Output
Draft Appraisal Report	<p>The review includes analysis of the factual data presented for its accuracy and completeness. The review also considers the appropriateness of the analysis and the consistency with which the data is presented. BLM Manual 9310.3 sets the minimum standards/requirements.</p> <p>The Chief Appraiser or his representative includes a written statement justifying the value recommended or approved.</p> <p>Both the Review Determination and the Appraisal Report then become part of the case file, which is sent to the appropriate office for action.</p>	<p>Review Determination Appraisal Report</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Mineral Case Review/Update

Identifier: 3.1.1

Parent Process Name: Mineral Research

Description: Determine the necessary information required, obtain the desired documentation and incorporate as case information.

## Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Proposed Action (Case Process, Land Analysis, RMP) Case File (Docket) Case Recordation Information (Case Recordation System, Mining Claim Recordation System)	Examine proposed action, case file and case recordation information to determine necessary information and documents required.	Additional Information Requested (Proponent, Case Process)

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Additional Information (Proponent, Case Process) Mineral Evaluation (Mineral Evaluation 3.2) Mineral Documents (Mineral Documents 3.3) Land Status (Mineral Land Status 3.1.2)	Incorporate information, evaluation and documents to develop case information. Determine if the mineral docu- ments are complete. The analysis to date (case activi- ty) is entered in the case recordation system and the mining claim recordation system.	Case Activity (Case Recordation System, Mining Claim Recordation System) Case Information (Case Process, Mineral Evaluation 3.2, Mineral Documents 3.3, Mineral Land Status 3.1.2, Mineral Information 3.1.3)
	Send updated case file to docket.	Case File (Docket)



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Mineral Land Status

Identifier: 3.1.2

Parent Process Name: Mineral Research

Description: Obtain case information.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General  
 Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation  
 And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Case Information (Mineral Case Review/Update, Case Process)	Utilizing case information and the request for land status from mineral information, de- termine the required land status and request from appro- priate entities.	Land Status Request (Records, County, Survey Records, Case Recordation, Mining Claim Recordation, Mining Claim Index, Resource Man- agement Plan, Resource Man- agement Maps, Surface Man- agement Maps, Mineral Man- agement Maps, Land Classifica- tion Maps, Geologic Maps, Aerial Photographs,
Case File (Docket)		
Land Status Request (Mineral Infor- mation 3.1.3)		

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
		Topographic Maps, Public/Industry, Governmental Agencies)
Land Status Records (Records) Land Status (Appropriate entities)	Review land status records and land status and distribute.	Land Status (Mineral Infor- mation 3.1.3, Mineral Docu- ments 3.3, Mineral Evalua- tion 3.2, Case Process) Land Status Notation (Records)



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Mineral Information

Identifier: 3.1.3

Parent Process Name: Mineral Research

Description: Utilizing case information and land status, determine required mineral information.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Case Information (Mineral Case Review/Update 3.1.1) Land Status (Mineral Land Status 3.1.2)	If BLM is developing the documentation, request mineral information.	Mineral Information Request (Docket, GEM Library, Township/Range Files, Resource Management Plan, Central Files, Subject Files, Technical Library, Legal Library, General Files, Mineral Resource Inventory, Economic Data, Public/Industry, Governmental Agencies, BLM, Public Land Statistics,

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
		Mineral Evaluation 3.2, Mineral Documents 3.3, Case Process, Congress, Courts, IBLA)
Mineral Information Request (Affected Entities)	If the documentation is being developed outside of BLM, mineral information will be supplied to the requestor.	Mineral Information

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Field Examination

Identifier: 3.2.1.1

Parent Process Name: Mineral Examination

Description: Develop field report and mineral sample.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General  
 Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation  
 And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral Information (Mineral Research 3.1) Additional Information (Proponent Con- ference 3.2.1.2) Mineral Survey (Mineral Survey 3.2.1.4) Test Analysis (Sampling and Testing 3.2.1.3)	Develop field report using mineral information, addition- al information, mineral survey and test analysis. Distribute field report and mineral sample.	Field Report (Mineral Re- search 3.1, Mineral Evalua- tion 3.2, Mineral Docu- ments 3.3, Case Process, Trespass) Mineral Sample (Sampling and Testing 3.2.1.3)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Proponent Conference

Identifier: 3.2.1.2

Parent Process Name: Mineral Evaluation

Description: Obtain mineral information from mineral research and determine necessary additional information and request from proponent.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral Information (Mineral Research 3.1)	Obtain mineral information from mineral research and determine necessary additional information. Request from proponent.	Additional Information Request (Proponent)
Additional Information (Proponent)	Distribute additional information.	Additional Information (Mineral Research 3.1, Field Examination 3.2.1.1)

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Sampling and Testing  
 Identifier: 3.2.1.3  
 Parent Process Name: Mineral Evaluation  
 Description: Obtain mineral information and mineral sample to develop the test analysis. All fees incurred are sent to accounts for funds.  
 Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral Information (Mineral Research 3.1)	Examine mineral information and send mineral sample (mineral sample can be from proponent or BLM, depending on who is developing the mineral report) to the minerals laboratory.	Mineral Sample (Minerals Laboratory)
Mineral Sample (Proponent, Field Examination)		
Test Analysis (Minerals Laboratory)	Distribute test analysis.	Test Analysis (Proponent, Field Examination, Mineral Research 3.1, Mineral Evaluation 3.2, Mineral Documents 3.3)
	Send fees incurred to accounts.	Fees (Accounts)
Funds (Accounts)	Receive funds to pay for fees incurred.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Mineral Survey

Identifier: 3.2.1.4

Parent Process Name: Mineral Evaluation

Description: Obtain mineral survey and distribute.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General  
 Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation  
 And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
	Request mineral survey.	Mineral Survey Request (Cadastral Survey)
Mineral Survey (Cadastral Survey)	Distribute mineral survey.	Mineral Survey (Field Examina- tion, Mineral Evalua- tion 3.2, Mineral Docu- ments 3.3)



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Geologic Assessment

Identifier: 3.2.2

Parent Process Name: Mineral Evaluation

Description: Develop a geologic assessment using mineral examination information, mineral information, mineral assessment, and a mining evaluation.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral Examination Information (Mineral Examination 3.2.1)	Develop a geologic assessment from mineral examination information, mineral information, mineral assessment, and a mining evaluation. Distribute to the processes: mineral examination, mineral research, mineral assessment and mining evaluation.	Geologic Assessment
Mineral Information (Mineral Research 3.1)		
Mineral Assessment (Mineral Assessment 3.2.3)		
Mining Evaluation (Mining Evaluation 3.2.4)		

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Mineral-In-Character Determination

Identifier: 3.2.3.1

Parent Process Name: Mineral Assessment

Description: Evaluate mineral information and mining history and assess the mineral-in-character determination.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral Information (Mineral Research 3.1) Mining History (Mineral Evaluation 3.2)	Evaluate mineral information and mining history and assess the mineral-in-character determination. Distribute mineral-in-character determination.	Mineral-in-Character Evaluation (Mineral Research 3.1, Mineral Evaluation 3.2, Mineral Documents 3.3, Mineral Potential Determination, Known Mineral Resource Area Determination)



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Known Mineral Resource Area Determination

Identifier: 3.2.3.2

Parent Process Name: Mineral Assessment

Description: Determine the resource area determination using mineral information, mining history, and the mineral-in-character evaluation.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral Information (Mineral Research 3.1) Mining History (Mineral Evaluation 3.2) Mineral-in-Character Evaluation (Mineral-In-Character Determination)	Determine the resource area determination: known leasing area (KLA), known geologic structures (KGSs), known geothermal resource areas (KGRAs), or known coal resource areas (KCRAs) using mineral information, mining history, and the mineral-in-character evaluation.	Resource Area Determination (Mineral Research 3.1, Mineral Evaluation 3.2, Mineral Potential Determination)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Mineral Potential Determination

Identifier: 3.2.3.3

Parent Process Name: Mineral Assessment

Description: Determine mineral potential from mineral-in-character evaluation, mineral information, and mining history.

## Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral-In-Character Evaluation (Mineral-In-Character Character Determination)	Determine mineral potential from mineral-in-character evaluation, mineral information, and mining history. Distribute mineral potential evaluation.	Mineral Potential Evaluation (Mineral Research 3.1, Mineral Evaluation 3.2, Mineral Documents 3.3)
Resource Area Determination (Known Mineral Resource Area Determination)		
Mineral Information (Mineral Research 3.1)		
Mining History (Mineral Evaluation 3.2)		

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Commodity Classification

Identifier: 3.2.3.4

Parent Process Name: Mineral Assessment

Description: Analyze mineral information and mineral evaluation to classify the commodity as referenced by the proposed action.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral Information (Mineral Research 3.1) Mineral Evaluation (Mineral Evaluation 3.2) Economic Evaluation (Economic Evaluation 3.2.4.2) Proposed Action (Case Process)	Analyze mineral information, mineral evaluation, and economic evaluation to classify the commodity as to its land status and mineral type. Distribute commodity classification.	Commodity Classification (Mineral Research 3.1, Mineral Evaluation 3.2, Mineral Documents 3.3, Economic Evaluation 3.2.4.2, Mineral Appraisal 3.2.4.3)

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Operations Evaluation

Identifier: 3.2.4.1

Parent Process Name: Mining Evaluation

Description: Utilizing information from mineral information, case information, the environmental document, and mineral evaluation; develop the economic data used in the economic evaluation. The information received will be used in economic evaluation also.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Mineral Information (Mineral Research 3.1)	Prepare the discounted cash flow computation from data in mineral information, case information, the environmental document, and mineral evaluation. Evaluate the methodology, the equipment to be used, and the environmental conditions that exist. This economic data, as well as mineral information, case information, the environmental document, and mineral evaluation will be used for economic evaluation.	Economic Data
Case Information (Mineral Case Review/Update 3.1.1)		Mineral Information
Mineral Evaluation (Mineral Evaluation 3.2)		Case Information Mineral Evaluation
Conclusions/recommendations	(Conclusions/ process.	Recommendations 3.3.1)

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Economic Evaluation

Identifier: 3.2.4.2

Parent Process Name: Mining Evaluation

Description: Determine the fair market value determination and prepare an economic evaluation.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579  
 Mineral Leasing Act, 1920  
 Mineral Leasing Act Amendments of 1976, PL 94-377,  
 30 U.S.C. 181 et. seq.  
 Secretarial Order, Number 2948  
 Secretarial Order, Number 3071

Constraints: None.

Input	Process	Output
Economic Data Mineral Information Case Information Mineral Evaluation Land Status (Mineral Land Status 3.1.2) Commodity Classification (Commodity Classification 3.2.3.4)	Utilizing economic data, mineral information, case information, mineral evaluation, commodity classification, and maps and previous transactions from land status, develop the fair market value determination. The predominately used approaches for economic evaluation are the income approach and the market or comparable sales approach. The income approach uses the economic data. The comparable sales approach uses land status data. The commodity classification is incorporated into the economic evaluation.	Economic Evaluation (Commodity Classification 3.2.3.4, Document Development 3.3.2) FMV Determination (Document Development 3.3.2 Mineral Appraisal 3.2.4.3) Case Information Mineral Information Mineral Evaluation



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Mineral Appraisal

Identifier: 3.2.4.3

Parent Process Name: Mining Evaluation

Description: Develop the appraisal report using the commodity classification, FMV determination, mineral information, mineral evaluation and land status.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579  
 Mineral Materials Act, July 31, 1947  
 Federal Land Policy and Management Act, October 21, 1976  
 43 CFR 3600  
 Bureau Manual Section 3060.03  
 Bureau Manual Section 3600  
 Section B-1, Uniform Appraisal,  
 Standards for Federal Land Acquisitions, 1973  
 3630 - Mineral Material Appraisal

Constraints: None.

Input	Process	Output
Commodity Classification (Commodity Classification 3.2.3.4)	An appraisal of community pits or common use areas should address all types of material sold from those areas. Individual sales may be necessary in certain cases. Mineral material appraisals are categorized into three types: mineral material sales and free-use permits, innocent trespass, and willful trespass.	Appraisal Report (Document Development 3.3.2)
Land Status		
FMV Determination		
Mineral Information		
Mineral Evaluation		

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name:           Validity Determination

Identifier:             3.2.4.4

Parent Process Name:   Mining Evaluation

Description:            Develop the validity examination report using case information, mineral information, mineral evaluation, mining history, and a solicitor's opinion.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579  
 Bureau Manual Section 3891 and Handbook 3890-1  
 Mineral Law of 1872 (30 U.S.C. 21-54)

Constraints:           None.

Input	Process	Output
Case Information Mineral Information Mineral Evaluation Mining History (Mineral Evaluation 3.2) Solicitor's Opinion (Solicitor)	Using case information, mineral information, mineral evaluation, mining history, and a solicitor's opinion, develop the appraisal report. Mining law and the solicitor's opinion are addressed to encompass the legal aspects of the development.	Validity Examination Report (Document Development 3.3.2)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Conclusions/Recommendations

Identifier: 3.3.1

Parent Process Name: Mineral Documents

Description: Review preliminary findings and reports to ensure accuracy.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Case File (Operations Evaluation 3.2.4.1)	Review preliminary findings and reports to ensure accuracy.	
Land Status (Mineral Land Status 3.1.2)		
Case Information (Mineral Case Review/Update 3.1.1)		
Field Report (Field Examination 3.2.1.1)		
Test Analysis (Sampling and Testing 3.2.1.3)		
	If BLM finds discrepancies, an action is initiated to rectify it.	Proposed Action (Complaint/ Protest)



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The mineral document accompanies the investigation request for the mineral investigation process.	Investigation Request (Mineral Investigation 3.4.1) Mineral Document (Mineral Investigation 3.4.1)
	If BLM finds that further review of the proposed action is needed, the preliminary findings and reports are re-analyzed and an alternative development is formulated.	Mineral Documents (Mineral Case Review/Update 3.3.1)
	If BLM has concluded that the preliminary findings and reports are to management's satisfaction, the statements of fact and recommendations are developed in a report determination.	Report Determination
	The completed case file is sent to docket.	Case File (Docket)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Document Development

Identifier: 3.3.2

Parent Process Name: Mineral Documents

Description: Incorporate the reports that are required into a mineral report.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
Report Determination Environmental Document (Environmental Analysis 1) Mineral Survey (Mineral Survey 3.2.1.4) Mineral-In-Character Report (Mineral-In-Character Determination 3.2.3.1) Mineral Potential Report (Mineral Potential Determination 3.2.3.2)	Incorporate the reports that are required into a mineral report. Some or all of the reports may be incorporated into a mineral report.	Mineral Report (Case Process, Affected/ Interested Parties, Approval/ Distribution 3.3.3)

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Commodity Classification (Commodity Classification 3.2.3.3)		
Fair Market Value Determination (Economic Evalu- ation 3.2.4.2)		
Economic Evaluation (Economic Evalu- ation 3.2.4.2)		
Appraisal Report (Mineral Apprais- al 3.2.4.3)		
Validity Examina- tion Report (Validity Determination 3.2.4.4)		

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Approval/Distribution

Identifier: 3.3.3

Parent Process Name: Mineral Documents

Description: Initiate a technical review of the mineral report, obtain management acknowledgement and distribute.

Policies/Procedures:

43 CFR 3600, Mineral Materials Disposal  
 43 CFR 3700, Multiple Use; Mining  
 43 CFR 3800, Mining Claims Under The General Mining Laws  
 BLM Manual 3060, Mineral Reports - Preparation And Review  
 BLM Handbook H-3060-1,  
 Sections 601, 702, and 703, Public Law 94-579

Constraints: None.

Input	Process	Output
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Mineral Report (Document Development 3.3.2)	Initiate a technical review of the mineral report, obtain management acknowledgement and distribute.	Mineral Report (Environmental Analysis 1, Land Analysis 2, Case Process, RMP, Affected/Interested Parties)

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Mineral Investigation

Identifier: 3.4.1

Parent Process Name: Mineral Contest

Description: This process initiates a mineral investigation that will dictate proceedings following a protest or contest.

Policies/Procedures:

43 CFR 4.420-4.452

3872 - Protests, Contests, and Conflicts

3890 - Mineral Investigation

3924 - Contests

BLM Handbook, 3890.1, Handbook for Mineral Examiners

Constraints: A response must be filed in the proper BLM Office within thirty days from date of service of the complaint or last date of publication.

Response must follow provisions under 43 CFR 4.422.

Input	Process	Output
Investigation Request (Mineral Documents 3.3, Case Process)	When an investigation request is received from the mineral documents process, discrepancies are noted that need to be assessed. The mineral document will accompany this request.	Information Request (Mineral Research 3.1)
Mineral Document (Mineral Documents 3.3)	When an investigation request is received from a case process, along with the case file; or a protest is received from a protestant; or a contest is received from a contestant; additional information is requested from the mineral research process.	
Case File (Case Process)		
Protest (Protestant)		
Contest (Contestant)		
	The conditions relating to land status on mining claim locations dictate proceedings.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Mineral Document (Mineral Documents 3.3)	<p>The protest, contest or investigation request is found to not have valid claims and an administrative decision is issued.</p> <p>The protest, contest or investigation request is found to have valid claims and a complaint and hearing intent notice are issued. A diligent search is required to find the protestee/contestee.</p>	<p>Administrative Decision (Protestant, Contestant, County)</p> <p>Complaint (Protestee, Contestee) Hearing Intent Notice (Protestee, Contestee)</p>
Response (Protestee, Contestee)	The protestee or contestee have 30 days to respond to the complaint. The response will be used in determining the action that will follow.	Action Case File

## INPUT/PROCESS/OUTPUT NARRATIVES

| Process Name: Administrative Hearing

Identifier: 3.4.2

Parent Process Name: Mineral Contest

| Description: The hearing process is initiated when appropriate  
| for a contest. The information and testimonies  
will be used to determine the hearing decision.

### Policies/Procedures:

43 CFR 4.420-4.452  
3872 - Protests, Contests, and Conflicts  
3890 - Mineral Investigation  
3924 - Contests

Constraints: None.

Input	Process	Output
-----	-----	-----
Case File Action	A hearing notice will be issued to affected parties for their information.	Hearing Notice (Affected Party)
Testimony (Affected Party, Protestant/ Contestant, Protestee/ Contestee)	Due consideration is given to the information relating to the action by examining the case file and testimonies. A hearing decision will be be issued which may be appealed.	Hearing Decision (Protestee/ Contestant, Case Process)



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Appeal Decision

Identifier: 3.4.3

Parent Process Name: Mineral Contest

Description: An appeal is made which will be evaluated by the Appeals process.

Policies/Procedures:

43 CFR 4.420-4.452  
3872 - Protests, Contests, and Conflicts  
3890 - Mineral Investigation  
3924 - Contests

Constraints: None.

Input	Process	Output
Appeal (Protestant/ Contestant, Protestee/ Contestee)	The appeal is received from the protestant/contestant or protestee/contestee and sent for a determination at the appeal process or courts.	Appeal (Appeal, Courts)
Appeal Decision (Appeal, Courts)	The appeal decision is received from the appeal process or the courts and the determination is distributed to the protestant/contestant, protestee/contestee and the case process.	Appeal Decision (Protestant/ Contestant, Protestee/ Contestee, Case Process)



## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary list all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the section lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accumulated Resource Information
Abbreviation	accum resource info
Description	This information is the information pertinent to environmental analysis including the case file, background work, data from previous environmental documents, additional resource specialist information and additional information.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	Case File + Background Work + *Data from* Previous Environmental Documents + Additional Resource Specialist Information + Additional Information

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Action
Abbreviation	
Description	The administrative law judge shall issue an order which recites the action taken and the agreements made, and which limits the issues for hearing to those disposed of by admissions or agreements.
Data Type	Record
Ability to View	All
Ability to Update	Administrative Law Judge
Definition	\$Decision *to hold a hearing*

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Information
Abbreviation	addtnl info
Description	Additional information is acquired from the proponent or the case process when needed.
Data Type	Aggregate
Ability to View	All
Ability to Update	Proponent/BLM
Definition	Information *from proponent or a case process*

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional References Required
Abbreviation	addtnl ref req
Description	If additional references are required from the library, a request is made. This includes environmental references.
Data Type	Aggregate
Ability to View	All
Ability to Update	N/A
Definition	[\$Verbal request   \$Written request]

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Information Requested
Abbreviation	addtnl info req
Description	If it has been determined that additional information is required from the proponent or case process, a memo listing the deficiencies of the research to date will be formulated. Further technical research will be performed to satisfy the deficiencies.
Data Type	Data Flow
Ability to View	BLM
Ability to Update	BLM/Proponent
Definition	\$Memorandum

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Research Required
Abbreviation	addtnl research req
Description	If it has been determined during impact analysis that further research is required, a memo containing the deficiencies of the research to date will be formulated. Further technical research will be performed to satisfy the deficiencies.
Data Type	Data Flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$Memorandum

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Administrative Decision
Abbreviation	admin dec
Description	An administrative decision is issued if the protestant or contestant has not acquired a right to the property and a hearing is not required. An administrative decision setting forth the reasons must be issued declaring the claims null and void ab initio.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Narrative *including* \$Name of Claim + \$Date of Location of Claim + \$Claimant/\$Protestant + \$Geographic Position of Claim + \$Facts Identifying the Withdrawal or other Segregation + \$Statement "that the land was not open to location on the date the claim was located" *and that* the claim is declared null and void ab initio



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Alternatives
Abbreviation	
Description	ESs must include all reasonable alternatives even if they are not within BLM's jurisdiction. The thought process that was used to develop alternatives should be explained. Alternatives considered but found unsuitable for analysis should be identified and the reasons for their rejection explained. If arbitrary levels of development or intensities of mitigation application are not analyzed, the reason such alternatives were omitted should be explained.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Report

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name                      Appeal

Abbreviation

| Description                      An appeal is an attempt by someone involved in a  
| case to have a BLM/DOI decision reversed.

Data Type                      Record

Ability to View                      All

Ability to Update                      Appellant

Definition                      \$Change of Jurisdiction \*on case\*

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Appeal Decision
Abbreviation	
Description	An appeal decision is a written instruction issued by a higher court requiring the records of a decision be submitted for review or inquiry. The decision could find no reason for re-examination.
Data Type	Record
Ability to View	All
Ability to Update	Courts
Definition	\$Certiorari

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Appraisal Assignment
Abbreviation	
Description	This form is the authorization document to conduct the appraisal (BLM Manual 9310). It serves as the instructions to the appraiser necessary to begin and complete the assignment.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Request Form 9300-8 + \$Information * from Request Land Appraisal *

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Appraisal Data File
Abbreviation	
Description	This file contains the contract appraisal report, data from research documents, land status data, and real property records and any other pertinent information. This file will be used to make a decision on the fair market value and appraisal report.
Data Type	Set
Ability to View	BLM
Ability to Update	
Definition	Contract Appraisal Report + *data from* Research Documents + Land Status Data + Real Property Records

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Draft Appraisal Report
Abbreviation	appraisal rpt
Description	As a minimum, an appraisal report contains a statement as to the purpose and function of the appraisal; a statement of assumptions and limiting conditions affecting the appraisal; an adequate description of the material site and material being appraised; a description of, or reference to, market data considered and an explanation of analyses used to estimate value; and the effective date of appraisal and signature of appraiser. See BLM Manual 9310 for standards.
Data Type	Record
Ability to View	All
Ability to Update	Appraiser
Definition	\$Written Estimate

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Approval
Abbreviation	
Description	Approval is received from BLM, DOI or SMA once the determination and consent of the plan have been approved.
Data Type	Record
Ability to View	All
Ability to Update	BLM/DOI/SMA
Definition	Written Statement

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Assumptions
Abbreviation	assump
Description	A list and explanation of the assumptions should be included in the Environmental Consequences portion of every ES and major EA. Assumptions that apply to all resource components or only one or a few resources should be listed.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Report



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Background Work
Abbreviation	
Description	Background work is an accumulation of documentation, additional resource information and environmental references, resource specialist information, and a CER.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	Documentation + Additional Resource Information + Additional Environmental References + Resource Specialist Information + CER

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case Activity
Abbreviation	
Description	As the case recordation information is updated in a review/update process, the case activity will be noted to a case recordation system.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Action Data + \$Action Code + \$Action Description + \$Action Remarks {Case Remarks}

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	cf
Description	The case file contains documents accumulated for a specific action. Any and all contents may be necessary for analysis.
Data Type	File
Ability to View	All
Ability to Update	BLM
Definition	\$Application + \$Receipt + \$Abstract

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case Information
Abbreviation	case info
Description	Case information is the accumulation of the proposed action, case file and case recordation information.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	Proposed Action + Case File + Case Recordation Information

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case Recordation Information
Abbreviation	CR info
Description	Case recordation information includes all or some of the following: case serial number; case type number; case type name; commodity; total acreage; name, address, and other pertinent applicant data; legal land description; state; county; BLM state, district, and resource area; and tract acreage.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Case Identification + \$Applicant Data + \$Legal Land Description + \$Geopolitical Area + \$Administrative Area + \$Tract Acreage

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case Updates
Abbreviation	
Description	Case updates are dates of a NORA issuance.
Data Type	Data Flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$Dates

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Categorical Exclusion Record
Abbreviation	CER
Description	The CER is the review of the proposal in accordance with established categorial exclusion procedures.
Data Type	Record
Ability to View	
Ability to Update	
Definition	"CER No." + "Project or Title" + "Type of Action" + "Qualifying Authority" + "Case File/Project File Number" + "Location (Legal Description)" + "Declaration" + "Stipulations" + "Signatures"

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Checklist
Abbreviation	
Description	The checklist is a form used in determining categorical exclusion. Elements that are considered are environmental factors, such as; ACEC, unique resources, T&E species, cultural or historical resources, wilderness/wilderness study area, wild or scenic river, flood plains/wetlands/ prime or unique farmlands, prime or sole source of drinking water, or public health or safety; other factors, such as; violations of local/state/federal law, uncertain/unique risks, unresolved resource conflict, precedent setting, or controversy; and cumulative impacts.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Form



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Clarification
Abbreviation	
Description	If a contract appraisal is unclear during BLM review, the BLM will analyze the report and send it back to the contract appraiser for clarification.
Data Type	Data Flow
Ability to View	BLM/Contractor
Ability to Update	BLM/Contract Appraiser
Definition	\$Memo

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Comments
Abbreviation	cmts
Description	After the public at large, other government agencies, EPA and SMA have been notified of preparation of an EA or ES, they can submit comments or protests to the issues.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	\$Letter

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Commodity Classification
Abbreviation	commod class
Description	The commodity classification determines the land status and mineral type for the proposed action.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	*Data from* (Mineral Information) + (Mineral Evaluation) + \$Summary + \$Conclusions + \$Recommendations + \$Introduction + \$LLD + Land Status + \$Geology Data + \$Mineral Data + \$Economics + \$Field Work + \$References + (\$Appendices)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Complaint
Abbreviation	
Description	A complaint is transmitted to the contestee or protestee showing the contest or protest that has been issued.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Issue *of adverse compliance*

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Contest
Abbreviation	
Description	Contest is initiated to determine the validity of any mining claim, title to which has not passed from the United States. Any person who claims title to or an interest in land adverse to another party also claiming title to or an interest in public domain lands may initiate private contest proceedings to have the adverse interest invalidated.
Data Type	Record
Ability to View	All
Ability to Update	Contestant
Definition	\$Contestees + \$Name of Claim + \$Addresses of Contestees, or Names and Addresses of Appropriate Party to be Served + \$LLD + \$Recordation Data + \$Conveyances + \$Pending Proceedings + \$Charges

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Contract Appraisal Report
Abbreviation	contr apprais rep
Description	An appraisal report is a document written by a
	BLM contractor or outside contractor. It
	contains documented support for a value
	conclusion. An appraisal report is written by a
	qualified appraiser according to the minimum
	standards in BLM Manual 9310. The report must
	provide a value as of a specific date, must be
	signed, and must contain the purpose and function
	of the report, a description of the property to
	be appraised, and a rationale used for a value
	conclusion.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Document

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Corrections
Abbreviation	
Description	This is a possible function of the review only if errors are made. The report is returned to the appraiser for necessary corrections. Corrections include technical, analytical, or consistency errors found during the review process. Technical errors are those of misinformation or misuse of a value approach technique. Analytical errors are a result of a misuse of factual data. Consistency errors are the result of using factual data to arrive at different conclusions.
Data Type	Data Flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$Memo

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision Record
Abbreviation	
Description	The decision record documents the manager's decisions and is a crucial part of the paper trail that must be maintained for every BLM action.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Form



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Documentation
Abbreviation	
Description	Documentation is the collection of resource information, environmental references and the proposed action obtained at the screening stage of environmental analysis.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	Resource Information + Environmental References

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Draft Appraisal Report
Abbreviation	appraisal rpt
Description	A draft appraisal report is sent for review by the designated appraiser to make sure it meets all standards. As a minimum, an appraisal report contains a statement as to the purpose and function of the appraisal; a statement of assumptions and limiting conditions affecting the appraisal; an adequate description of the material site and material being appraised; a description of, or reference to, market data considered and an explanation of analyses used to estimate value; and the effective date of appraisal and signature of appraiser. See BLM Manual 9310 for standards.
Data Type	Record
Ability to View	All
Ability to Update	Appraiser
Definition	<del>\$</del> Written Estimate

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Economic Data
Abbreviation	
Description	Economic data is used to compute the discounted cash flow for use in economic evaluation. These factors are applied as per the formula in the definition to obtain the fair market value of the mineral material. (DCF = Discount Cash Flow, CDCF = Cumulative Discounted Cash Flow)
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	$  \begin{aligned}  &\$Production\ Rate \times \$Product\ Selling\ Price = \\  &\$Gross\ Income - \$Royalty\ Payment = \$Gross\ Revenue \\  &- \$Operating\ Costs = \$Net\ Operating\ Income \\  &+ \$Salvage\ Value - \$Capital\ Investment - \$Operating \\  &Capital - \$Exploration\ Costs = \$Cash\ Flow - \\  &\$Income\ Taxes = \$After\ Tax\ Cash\ Flow \times \$Present \\  &worth\ of\ \$1 = \$DCF + \$Sum\ of\ DCF = \$CDCF = \$Net \\  &Present\ Value  \end{aligned}  $

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Economic Evaluation
Abbreviation	econ eval
Description	An economic evaluation is a summary of analysis performed to determine the fair market value using data from mineral information, case information, maps, the commodity classification and previous transactions.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Fair Market Value Determination + [Comparable Analysis Data   Economic Data] + *Data from* (Mineral Information) (Case Information) (Maps) (Commodity Classification) (Previous Transactions)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Environmental Assessment
Abbreviation	EA
Description	An EA is a concise, public document used by Federal Agencies to determine whether, as a result of a proposal, to prepare an environmental statement (ES) or a finding of no significant impact (FONSI). At the minimum, an EA briefly discusses the need for the proposal, alternatives, environmental impacts of the proposal and alternatives, and a listing of persons and agencies consulted.
Data Type	Record
Ability to View	All
Ability to Update	BLM/Consultant/Agency
Definition	\$Document

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Environmental Document
Abbreviation	ED (environ doc)
Description	The environmental document is the incorporated report of the land report, EA, ES, and any assumptions or alternatives that have been formulated.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Land Report + EA + ES + Assumptions + Alternatives

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Environmental References
Abbreviation	environ ref
Description	These references are used to provide research information for environmental analysis. Additional and previous environmental references and documents are also included.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	\$Documents

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Environmental Statement
Abbreviation	ES
Description	An ES is a detailed report required whenever a major action would have significant impacts on the human environment. This includes an informal copy of the draft ES and final ES.
Data Type	Record
Ability to View	All
Ability to Update	BLM/Consultant/Agency
Definition	\$Document



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Fair Market Value Determination
Abbreviation	FMV determ
Description	The fair market value determination is an evaluation of an approach to specify the fair market value of the mineral or land value in question.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	(Mineral Estate Valuation) + (Royalty Rate) + (Mineral Rate Schedule) + Analysis [Comparable Sales   Income] + *Information from* (Economic Data) (Mineral Information) (Case Information) (Mineral Evaluation) (Maps) (Commodity Classification) (Previous Transactions) (Comparable Sales Approach) (Market Analysis) (Economic Base)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Fees
Abbreviation	
Description	To publish a Notice of Intent in the newspaper or federal register requires a charge that will be paid as fees.
Data Type	Element
Ability to View	BLM/Publisher
Ability to Update	N/A
Definition	\$Money

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Field Report
Abbreviation	field rpt
Description	A field report is developed by collecting pertinent data from additional information from a pertinent conference, mineral information, test analysis and a mineral survey.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	*Data from* (Additional Information) + (Mineral Information) + (Test Analysis) + (Mineral Survey) + \$Summary + \$Conclusions + \$Recommendations + \$Introduction + \$LLD + Land Status + \$Geology Data + \$Mineral Data + \$References + (\$Appendices)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Field Reports
Abbreviation	
Description	Field reports are reports developed by resource specialists in their area of expertise. Reports that may be required for environmental analysis are wilderness report, cultural resources report, paleontology report, historical report, T&E species report or on-site inspection report.
Data Type	Set
Ability to View	All
Ability to Update	Resource Specialist
Definition	\$Wilderness Report + \$Cultural Resources Report + \$Visual Resources Report + \$Paleontology Report + \$Historical Report + \$Threatened and Endangered Species Report + \$On-Site Inspection Report

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Funds
Abbreviation	
Description	Funds are provided from accounting to pay for the fees necessary for public notification.
Data Type	Element
Ability to View	BLM
Ability to Update	N/A
Definition	\$Money *for Fees*

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Further Evaluation Required
Abbreviation	further eval req
Description	If it has been determined during impact analysis that further research is required, a memo containing the deficiencies of the research to date will be formulated. Further technical research will be performed to satisfy the deficiencies.
Data Type	Data Flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$Memorandum

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Further Scoping/Planning Required
Abbreviation	further scop/pln req
Description	If it has been determined that the scoping and planning of environmental analysis is not sufficient, then further scoping/planning will be required.
Data Type	Data flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$Memo

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Geologic Assessment
Abbreviation	
Description	Pertinent information and data are taken from mineral examination information, mineral information, mineral assessment, and mining information in order to develop the geologic assessment. The geologic assessment is the qualified assessor's judgement of the geologic area under consideration of the proposed action.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	*Data From* (Mineral Examination Information) + (Mineral Information) + (Mineral Assessment) + (Mining Evaluation) + \$Summary + \$Conclusion + \$Recommendations + \$Introduction + Land Status + \$LLD + \$Geology Data + \$Mineral Data + \$References + (\$Appendices)



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Hearing Decision
Abbreviation	
Description	After the evidence has been examined and the testimonies heard, a determination based on the case will be made.
Data Type	Record
Ability to View	All
Ability to Update	Courts
Definition	\$Results *of hearing*

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Hearing Intent Notice
Abbreviation	
Description	A hearing intent notice must be given by issuance when it is required to determine the validity of a protest or contest.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Notice of Adverse Proceedings

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	ID Number
Abbreviation	
Description	This number is used for identification for the environmental statement.
Data Type	Element
Ability to View	BLM
Ability to Update	N/A
Definition	\$Number

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Investigation Request
Abbreviation	invest req
Description	This request is initiated when discrepancies are found in a case process or in preliminary findings of research.
Data Type	Data Flow
Ability to View	All
Ability to Update	Requestor
Definition	\$Written Statement

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Inspection Data
Abbreviation	
Description	This is data gathered by a physical inspection of the property to be appraised and other lands used in support of the appraisal report. The property inspection by the appraiser is required by Manual 9310 to document features and conditions not otherwise available from other sources; e.g., rights-of-way not of record, land features not shown on plats or maps, condition of the soil, buildings, access, relationship of property to others, and to observe economic trends.
Data Type	Aggregate
Ability to View	BLM/Appraiser
Ability to Update	Appraiser
Definition	\$Data

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Report
Abbreviation	land rept
Description	The land report is the incorporated report of the report, environmental document, and mineral report, and any assumptions and alternatives that have been formulated.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Mineral report + Environmental Document + Report

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Status
Abbreviation	
Description	Land status is information that can be obtained from records, case recordation, Mining Claim Recordation, Mining Claim Index, RMP, resource management maps, surface management maps, mineral management maps, land classification maps, geologic maps, aerial photographs, topographic maps, public/industry, or governmental agencies.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Information *from desired sources*

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Status Data
Abbreviation	
Description	The master title plat is used to identify extent of ownership, recorded rights-of-way, or other noted features and ownership interests including both surface and subsurface. Survey notes and case type data from land records on microfiche may be needed. The information is used to assess the property being appraised.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	\$MTP + \$Survey Notes + \$Case Type Data



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Status Requested
Abbreviation	land status req
Description	A land status request refers to information desired from records, case recordation, Mining Claim Recordation, Mining Claim Index, RMP, resource management maps, surface management maps, mineral management maps, land classification maps, geologic maps, aerial photographs, topographic maps, public/industry, or governmental agencies.
Data Type	Data flow
Ability to View	All
Ability to Update	BLM
Definition	\$Information *requested from desired sources*

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Assessment
Abbreviation	
Description	A mineral assessment consists of the mineral-in-character evaluation and/or the mineral potential evaluation.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	[Mineral-in-character evaluation   Mineral potential evaluation]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Documents
Abbreviation	
Description	The information gathered prior to the completion of the mineral report is developed into mineral documents. The documents will be reviewed and updated, as necessary.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	Case Information + Field Report + Test Analysis + Land Status

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Evaluation
Abbreviation	
Description	The mineral evaluation consists of mineral examination information, geologic assessment, mineral assessment, mining evaluation and/or mineral information.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	(Mineral Examination Information)+(Geologic Assessment) + (Mineral Assessment)+(Mining Evaluation)+ (Mineral Information)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Examination Information
Abbreviation	min exam info
Description	The examination is information developed from the test analysis, field report and the mineral survey for the area of the proposed action.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	[Test analysis   Field report   Mineral Survey]

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Information
Abbreviation	min info
Description	Mineral information can be obtained from docket, GEM library, township/range files, RMP, central files, subject files, technical library, legal library, general files, mineral resource inventory, economic data, PLS, public/ industry, and governmental agencies.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Information *from desired sources*

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Information Requested
Abbreviation	mineral info
Description	Mineral information can be requested from docket, GEM library, township/range files, RMP, central files, subject files, technical library, legal library, general files, mineral resource inventory, economic data, PLS, public/ industry, and governmental agencies.
Data Type	Data flow
Ability to View	All
Ability to Update	BLM
Definition	\$Information *requested from desired sources*

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Potential Report
Abbreviation	min pot rpt
Description	This report determines: (1) the land involved is known to be valuable for, is prospectively valuable for, or is not valuable for leasing act minerals; (2) the land involved is classified as to its potential for locatable and salable minerals according to the criteria given in Bureau Manual Section 3031; (3) the analysis extends to all types of minerals: locatable, salable, and leasable and those minerals without current disposal authority.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	*Data from* (Mineral-in-Character Report) + (Resource Area Determination) + (Mineral Information) + (Mining History) + \$Summary + \$Conclusions + \$Recommendations + \$Introduction + \$LLD + Land Status + \$Geology Data + \$Mineral Data + \$Economics + \$Field Work + \$References + (\$Appendices)



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Report
Abbreviation	min rpt
Description	A mineral report consists of a mineral survey, mineral-in- character determination, mineral potential evaluation, commodity classificaton, FMV determination, economic evaluation, appraisal report, a validity examination, and an environmental document; as required. The mineral report may be all or some of the reports listed. The actual report contains a summary, conclusions, recommendations, introduction, legal land description, land status, regional geology, local geology, mineral deposits, mineral exploration and development work, references, topographic map, MTP, photograph of the site and other pertinent attachments.
Data Type	Record
Ability to View	All
Ability to Update	BLM/Report Preparer
Definition	(Mineral Survey)+(Mineral-In-Character Evaluation)+(Mineral Potential Evaluation)+(Commodity Classification)+(FMV Determination)+(Economic Evaluation)+(Appraisal Report)+ (Validity Examination)+(Environmental Document) + Summary, Conclusions, and Recommendations + Introduction + Legal land description + Land status + References + Attachments

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Sample
Abbreviation	
Description	The mineral specimen is acquired from the area of concern. The sample is sent to the minerals laboratory for testing.
Data Type	Element
Ability to View	Affected Party
Ability to Update	Affected Party
Definition	\$Mineral Specimen

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral Survey
Abbreviation	
Description	The mineral survey is executed for the purpose of marking the legal boundaries of mining claims on public domain. The location and estimated value of mining improvements are returned by the survey but no reference is made to mineral deposits.
Data Type	Set
Ability to View	All
Ability to Update	US Mineral Surveyor
Definition	\$Cadastral Survey * of a lode claim, placer claim, or millsite * + \$Notes + \$Plats

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mineral-in-Character Report
Abbreviation	min-in-char rpt
Description	This report documents the determination of the mineral character of a parcel of land as the proposed action. Mineral land must stay in Federal ownership.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	(Mineral Information) + (Mining History) + \$Summary + \$Conclusions + \$Recommendations + \$Introduction + \$LLD + Land Status + \$Geology Data + \$Mineral Data + \$Economics + \$Field Work + \$References + (\$Appendices)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mining Evaluation
Abbreviation	
Description	A mining evaluation consists of additional information, the appropriate field report and/or test analysis.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	[Additional information   Field report   Test analysis]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mining History
Abbreviation	
Description	Mining history is information developed from the test analysis, field report and the mineral survey for the area of the proposed action.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	[Test analysis   Field report   Mineral Survey]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Mining Law
Abbreviation	
Description	Mining Law is reference material necessary to determine validity of mining cases.
Data Type	Record
Ability to View	All
Ability to Update	Legal Persons
Definition	\$Legal References

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Intent
Abbreviation	NOI
Description	The NOI notifies persons or agencies interested in, or affected by, a proposed action and seeks information and/or participation in scoping for an ES. The NOI identifies potentially significant issues so the public can determine if they are interested in, or affected by, the proposed action.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Form



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Realty Action
Abbreviation	NORA
Description	NORA is a published notice to the general public of a realty related action proposed by BLM. This issuance includes any modifications, amendments or a Notice to Vacate which the BLM manager may determine. The NORA consists of specific information from existing documents including: state, type of action, county, authority, legal description, auction and bidding information (if a public sale), anticipated reservations on the patent, land segregation, information location (office), specified comment period and where to send comments.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Report

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Planning Information
Abbreviation	planning info
Description	This information relates to the Bureau's Land Use Planning Regulations (43 CFR 1600) or land use plans prepared under these regulations. All land use proposals are subject to the Bureau's land use planning system and its implementing regulations.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Form

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Preemptory Rejection
Abbreviation	preemp reject
Description	Based on a preliminary identification of issues, the proposal may be rejected if it does not warrant further consideration.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Form

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Preparation Plan
Abbreviation	prep plan
Description	The preparation plan sets limits on the analysis and provides a plan to the guide in preparation of the EA or ES.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Guide

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Previous Environmental Documents
Abbreviation	previous environ doc
Description	To aid in developing the current proposal for an environmental document, previous environmental documents can be useful.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	*More than one* Environmental Document

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Previous Transactions
Abbreviation	
Description	Previous transactions are used for comparable sales analysis, a method of FMV determinations, to reflect the balance of supply and demand in the market place.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	\$Previous Market Sales

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Proposed Action
Abbreviation	
Description	A proposed action initiates research and evaluation for developing an environmental document, a land report or a mineral report. Additional actions that may be proposed include findings (discrepancies or further research required) that must be assessed.
Data Type	Data flow
Ability to View	N/A
Ability to Update	N/A
Definition	[\$Verbal request   \$Written request] (Directive)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Protest
Abbreviation	
Description	A protest must show that the protestee has failed to comply with the law in some matter essential to a valid entry under proceedings. The protestant does not need to be directly involved with the case to initiate a protest.
Data Type	Record
Ability to View	All
Ability to Update	Protestant
Definition	\$Written Summary *of noncompliance*



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Public Notice
Abbreviation	
Description	The public notice notifies persons or agencies interested in or affected by, proposed action and seeks information and/or participation in scoping for an ES. The public notice identifies potentially significant issues so the public can determine if they are interested in, or affected by, the proposed action.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Form

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Real Property Records
Abbreviation	
Description	These records are legal documents of public record used for the appraisal process. The types of records used are property tax records, deeds, contracts, leases, timber harvest information, assessors field files, and land status plats of all property.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Documents

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Report
Abbreviation	
Description	Pertinent information is retrieved from the technical reports to be incorporated into the land report. This report is also used for the issuance of a NORA.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	*Information from* Technical Reports

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Report Determination
Abbreviation	
Description	The report determination is completed upon a review of preliminary findings. The report consists of the statement of fact, alternative development and recommendations.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Statement of Fact + \$Alternative Development + \$Recommendations

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request
Abbreviation	req
Description	This request encompasses generic requests at higher data flow diagram levels.
Data Type	Data flow
Ability to View	All
Ability to Update	Requestor
Definition	\$Memorandum

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request EA, ES
Abbreviation	
Description	When it has been determined that a consultant or another agency will perform the EA or ES, a request is sent to that consultant or agency.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	[\$Letter \$Memorandum] (Proposed Action)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Field Examination
Abbreviation	req field exam
Description	In order to receive a field examination a request for the examination is made to resource specialists. This request includes any additional requests for field examinations.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	[\$Verbal request   \$Written request]

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Land Appraisal
Abbreviation	
Description	To request a land appraisal, a form from the requestor identifies the property and property rights for which a value is desired. Attached may be a map, copy of a Master Title Plat, title insurance report, or a document denoting stipulation on a lease or grant. The requestor provides within the request for real estate appraisal form 9300-8 sufficient basic data to support the assignment decision making process by the chief appraiser, and basic data for the appraiser assigned the project to form a plan to complete the project. The request contains the identification of the requestor, the suggested time for completion, the property legal description, rights to be appraised, general location (county) and size (acreage), plus some general instructions or comments. This is a combination document as it also serves as the instructions to the appraiser upon assignment by the Chief Appraiser.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Request



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Meeting
Abbreviation	req meeting
Description	In order to obtain information from the applicant a meeting is requested.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	[\$Verbal request   \$Written request]

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Resource Information
Abbreviation	req resource info
Description	In order to receive resource information a request for the information is made to resource specialists. This request includes any additional requests for resource and research information.
Data Type	Data flow
Ability to View	All
Ability to Update	N/A
Definition	[\$Verbal request   \$Written request]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Resource Specialist Information
Abbreviation	req res sp info
Description	In order to receive resource specialist information a request for the information is made to the affected and/or interested parties.
Data Type	Data flow
Ability to View	All
Ability to Update	N/A
Definition	[\$Verbal request   \$Written request]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Technical Report
Abbreviation	req tech rpt
Description	A technical report is requested from a consultant/agency.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	\$Letter

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Research Documents
Abbreviation	research docs
Description	Research documents include all published   reference material. Data gathered from published   material could include any information pertinent   to the appraisal process.
Data Type	Set
Ability to View	All
Ability to Update	N/A
Definition	\$Documents

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Research Information
Abbreviation	research info
Description	Research information is obtained from the applicant during a meeting. This information is pertinent to the development of the technical reports.
Data Type	Data Flow
Ability to View	All
Ability to Update	Applicant
Definition	\$Notes + \$Memoranda

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Area Determination
Abbreviation	
Description	The resource area determination is developed by examining the known mineral resource areas: known leasing areas (KLA), known geologic structures (KGS), known coal resource areas (KCRA), and known geothermal resource areas (KGRA); and making a determination of the resource area.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Report

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Information
Abbreviation	Resource info
Description	Resource information is information relating to resource evaluation and is obtained from affected/interested parties. This also includes any additional resource and research information.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	[RMP   Resource Inventory   Research Information]



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Inventory
Abbreviation	
Description	This information is retrieved from the PLS or an RMP and is a summary of the activity on the public land for disposal and use.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Statistical Information

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Management Plan
Abbreviation	RMP
Description	The RMP addresses future management options for a particular area. The RMP provides a framework for managing the public lands and resources and allocates their uses in the resource area.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Document

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Specialist Information
Abbreviation	resource spec info
Description	Information from resource specialists consists of, but is not limited to, wilderness, cultural resources, minerals, visual resources, paleontology, climate, botanical, surface improvements, and water/power sources/facilities.
Data Type	Record
Ability to View	All
Ability to Update	Resource specialist
Definition	Field report

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Response
Abbreviation	resp
Description	The response must specifically meet and respond to the allegations of the complaint along with proof of service of a copy of the answer upon a contestant or protestant.
Data Type	Data Flow
Ability to View	All
Ability to Update	Protestee/Contestee
Definition	\$Answer

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Review Determination
Abbreviation	
Description	A written statement explaining or justifying the value recommended or approved. It must include a statement indicating whether or not there was a field inspection of the property appraised, applicable comparable sales, and a signed and dated statement that fair market value is represented and that the authorized reviewing appraiser has been impartial with no interest in the property appraised.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Statement

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SMA Resource Information
Abbreviation	SMA resource info
Description	This information is obtained from SMA to supplement information already gathered. The information includes, but is not limited to, fish and wildlife, forest, and national parks.
Data Type	Aggregate
Ability to View	All
Ability to Update	SMA
Definition	\$Information Source

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SMA Resource Information Requested
Abbreviation	resource info req
Description	In order to receive SMA resource information a request for the information is made to SMA.
Data Type	Data Flow
Ability to View	All
Ability to Update	N/A
Definition	[\$Verbal request   <del>\$Written request</del> ]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Solicitor's Opinion
Abbreviation	
Description	The solicitor's opinion is received to aid in developing the validity examination report. This opinion is generally required due to the legal nature of the determination.
Data Type	Data Flow
Ability to View	All
Ability to Update	Solicitor
Definition	[\$Written Statement   \$Oral Statement]



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Team Leader Recommendation
Abbreviation	
Description	BLM will determine the person best qualified to be the leader.
Data Type	Data Flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$Memorandum

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Technical Reports
Abbreviation	tech rpts
Description	Upon completion of all necessary research by BLM, or another agency, the findings will be analyzed and described in technical reports pertaining to suitability, availability, existing encumbrances and land use conflicts. Technical reports contain necessary stipulations to perform environmental analysis.
Data Type	Set
Ability to View	All
Ability to Update	BLM   Consultant   Agency
Definition	Resource Information + \$Findings

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Test Analysis
Abbreviation	
Description	Upon completion of analyzing a mineral sample at the minerals laboratory the results will be shown as the test analysis.
Data Type	Record
Ability to View	Affected Parties
Ability to Update	Minerals Laboratory
Definition	\$Report *of findings*

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Testimony
Abbreviation	
Description	The testimony should show the agricultural capacities of the land for agricultural potential. When an attempt is made to prove mineral characters of lands entered under the agricultural laws, testimony should show when valuable deposits of minerals, if any, were first known to exist on the lands.
Data Type	Record
Ability to View	All
Ability to Update	Protestant/ Contestant/ Protestee/ Contestee
Definition	\$Statements of Protestant/Contestant and Protestee/Contestee

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Validity Examination Report
Abbreviation	
Description	This report concludes whether discovery of a valuable mineral deposit exists within the units of each lode or placer mining claims and other conclusions as appropriate.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	*Data from* (Case Information) + (Mineral Information) + (Mineral Evaluation) + (Mining History) + (Mining Law) + \$Summary + \$Conclusions + \$Recommendations + \$Introduction + \$LLD + Land Status + \$Geology Data + \$Mineral Data + \$Photograph of Site + (\$Attachments)

# DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	CER
Data Name	Categorical Exclusion Record
Abbreviation	CR info
Data Name	Case Recordation Information
Abbreviation	EA
Data Name	Environmental Assessment
Abbreviation	ED (environ doc)
Data Name	Environmental Document
Abbreviation	ES
Data Name	Environmental Statement
Abbreviation	FMV determ
Data Name	Fair Market Value Determination
Abbreviation	NOI
Data Name	Notice of Intent
Abbreviation	NORA
Data Name	Notice of Realty Action
Abbreviation	RMP
Data Name	Resource Management Plan
Abbreviation	Resource info
Data Name	Resource Information
Abbreviation	SMA resource info
Data Name	SMA Resource Information
Abbreviation	accum resource info
Data Name	Accumulated Resource Information
Abbreviation	addtnl info
Data Name	Additional Information
Abbreviation	addtnl ref req
Data Name	Additional References Required
Abbreviation	addtnl info req
Data Name	Additional Information Requested
Abbreviation	addtnl research req
Data Name	Additional Research Required

# DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	admin dec
Data Name	Administrative Decision
Abbreviation	appraisal rpt
Data Name	Appraisal Report
Abbreviation	assump
Data Name	Assumptions
Abbreviation	case info
Data Name	Case Information
Abbreviation	cf
Data Name	Case File
Abbreviation	cmts
Data Name	Comments
Abbreviation	commod class
Data Name	Commodity Classification
Abbreviation	contr apprais rep
Data Name	Contract Appraisal Report
Abbreviation	econ eval
Data Name	Economic Evaluation
Abbreviation	environ ref
Data Name	Environmental References
Abbreviation	field rpt
Data Name	Field Report
Abbreviation	further eval req
Data Name	Further Evaluation Required
Abbreviation	further scop/pln req
Data Name	Further Scoping/Planning Required
Abbreviation	invest req
Data Name	Investigation Request
Abbreviation	land rept
Data Name	Land Report
Abbreviation	land status req
Data Name	Land Status Requested

# DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	min exam info
Data Name	Mineral Examination Information
Abbreviation	min info
Data Name	Mineral Information
Abbreviation	min pot rpt
Data Name	Mineral Potential Report
Abbreviation	min rpt
Data Name	Mineral Report
Abbreviation	min-in-char rpt
Data Name	Mineral-in-Character Report
Abbreviation	mineral info
Data Name	Mineral Information Requested
Abbreviation	planning info
Data Name	Planning Information
Abbreviation	preemp reject
Data Name	Preemptory Rejection
Abbreviation	prep plan
Data Name	Preparation Plan
Abbreviation	previous environ doc
Data Name	Previous Environmental Documents
Abbreviation	req
Data Name	Request
Abbreviation	req field exam
Data Name	Request Field Examination
Abbreviation	req meeting
Data Name	Request Meeting
Abbreviation	req res sp info
Data Name	Request Resource Specialist Information
Abbreviation	req resource info
Data Name	Request Resource Information
Abbreviation	req tech rpt
Data Name	Request Technical Report



## DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	research docs
Data Name	Research Documents
Abbreviation	research info
Data Name	Research Information
Abbreviation	resource info req
Data Name	SMA Resource Information Requested
Abbreviation	resource spec info
Data Name	Resource Specialist Information
Abbreviation	resp
Data Name	Response
Abbreviation	tech rpts
Data Name	Technical Reports







Automated Land and Mineral  
Record System  
ALMRS

Global Processes

\* Survey \*

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

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2. DATA FLOW DIAGRAMS
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| APPENDIX A - ALASKA SURVEYS/ORTHOPHOTO PROCEDURES





## CHAPTER 1

### INTRODUCTION

This document describes the current system for processing cadastral survey of land pursuant to the statutory directives 43 U.S.C 2; 25 U.S.C. 29 and 30; and 43 U.S.C. 52-60, 751-775 and 1364.

Land surveying is the art and science of establishing property boundaries, and reestablishing cadastral surveys and land boundaries based on documents of record and historical evidence. Land boundaries delineate parcels having separate legal descriptions. These boundaries may be marked on the ground by physical monuments placed during a land survey, or by lines of occupation.

This document is organized as follows: Section 1 - Introduction explaining the scope and structure of the document; Section 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the survey program; Section 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Section 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Section 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



## CHAPTER 2

### DATA FLOW DIAGRAMS

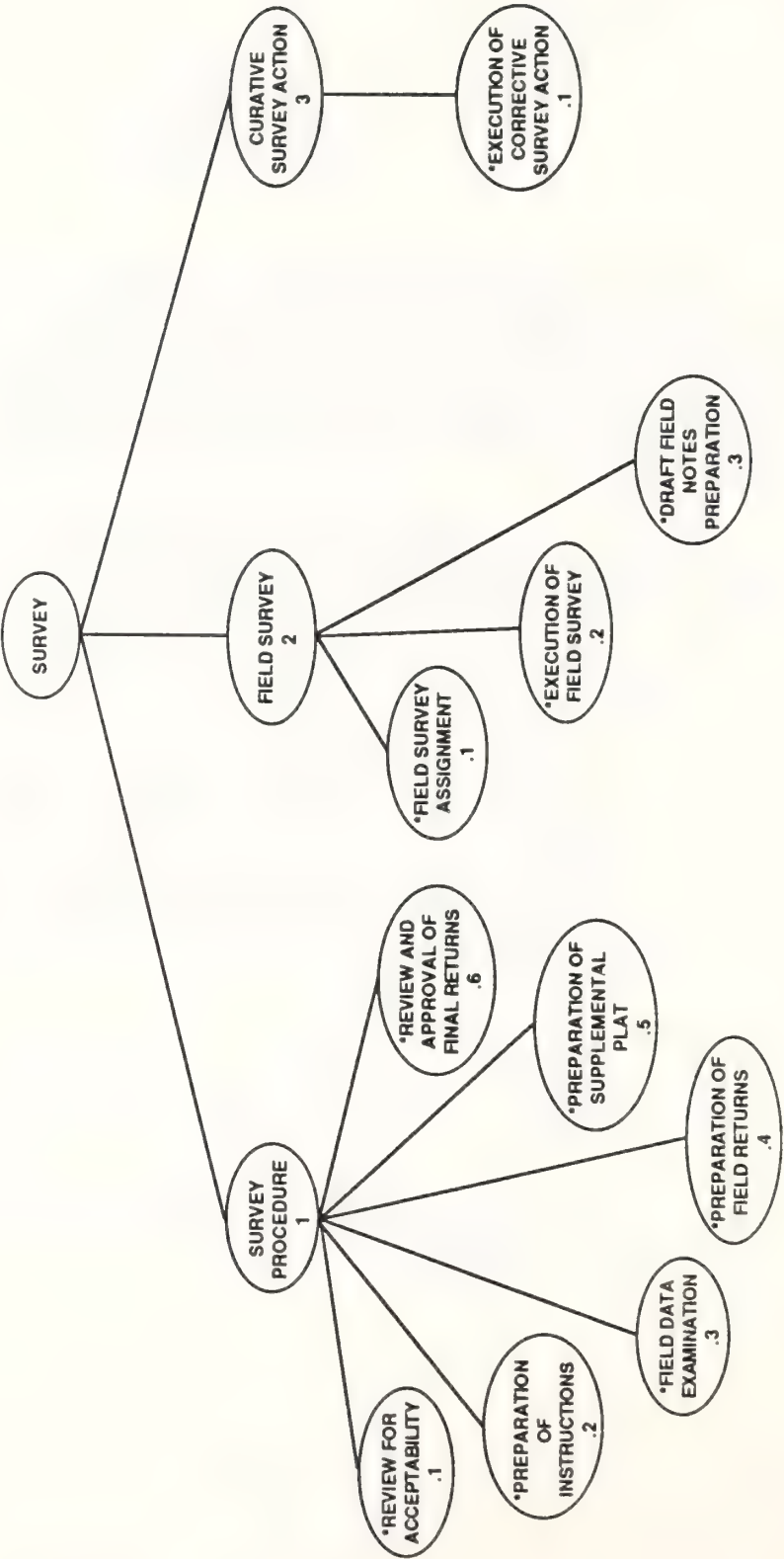
The current survey program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

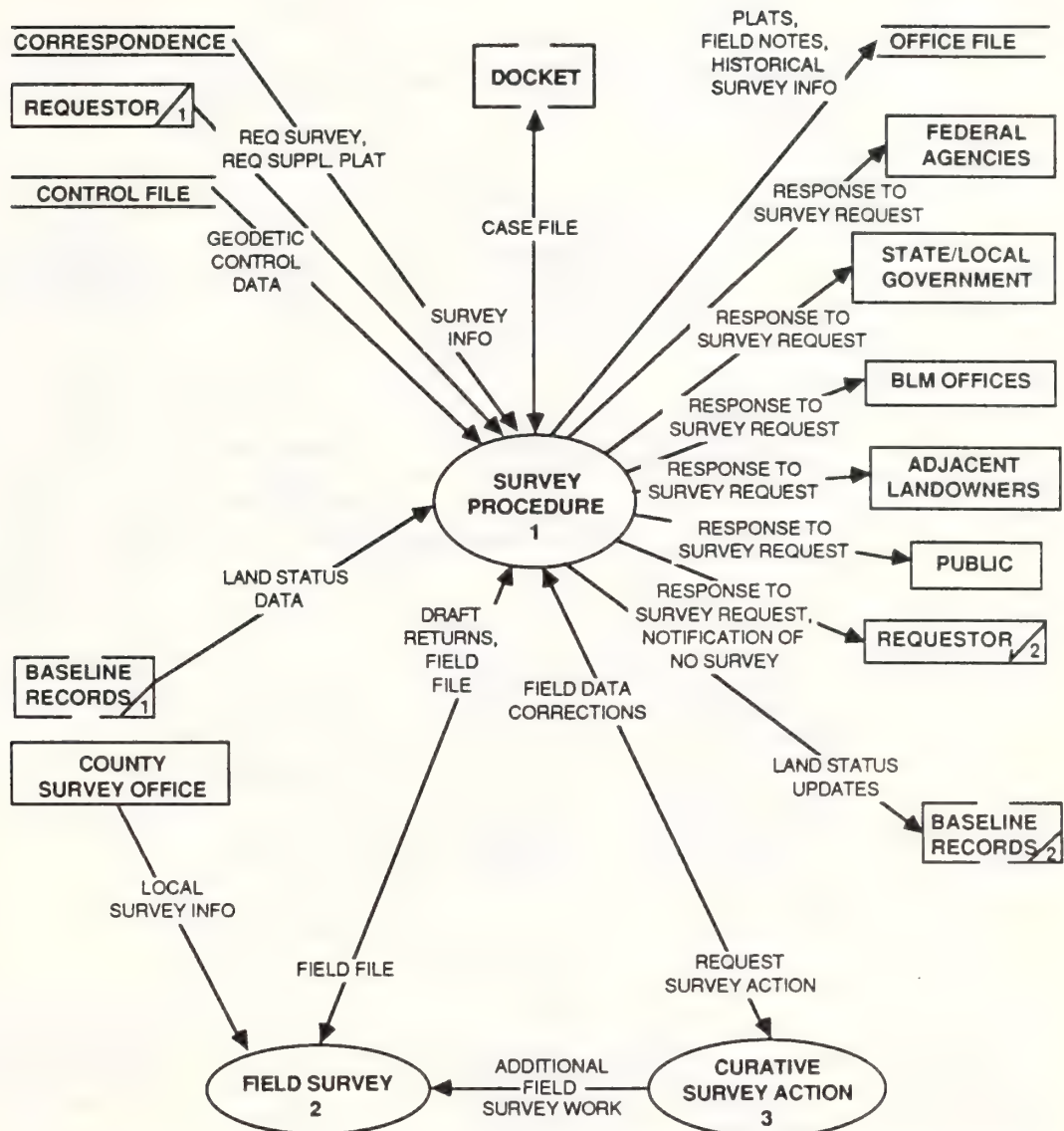
When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

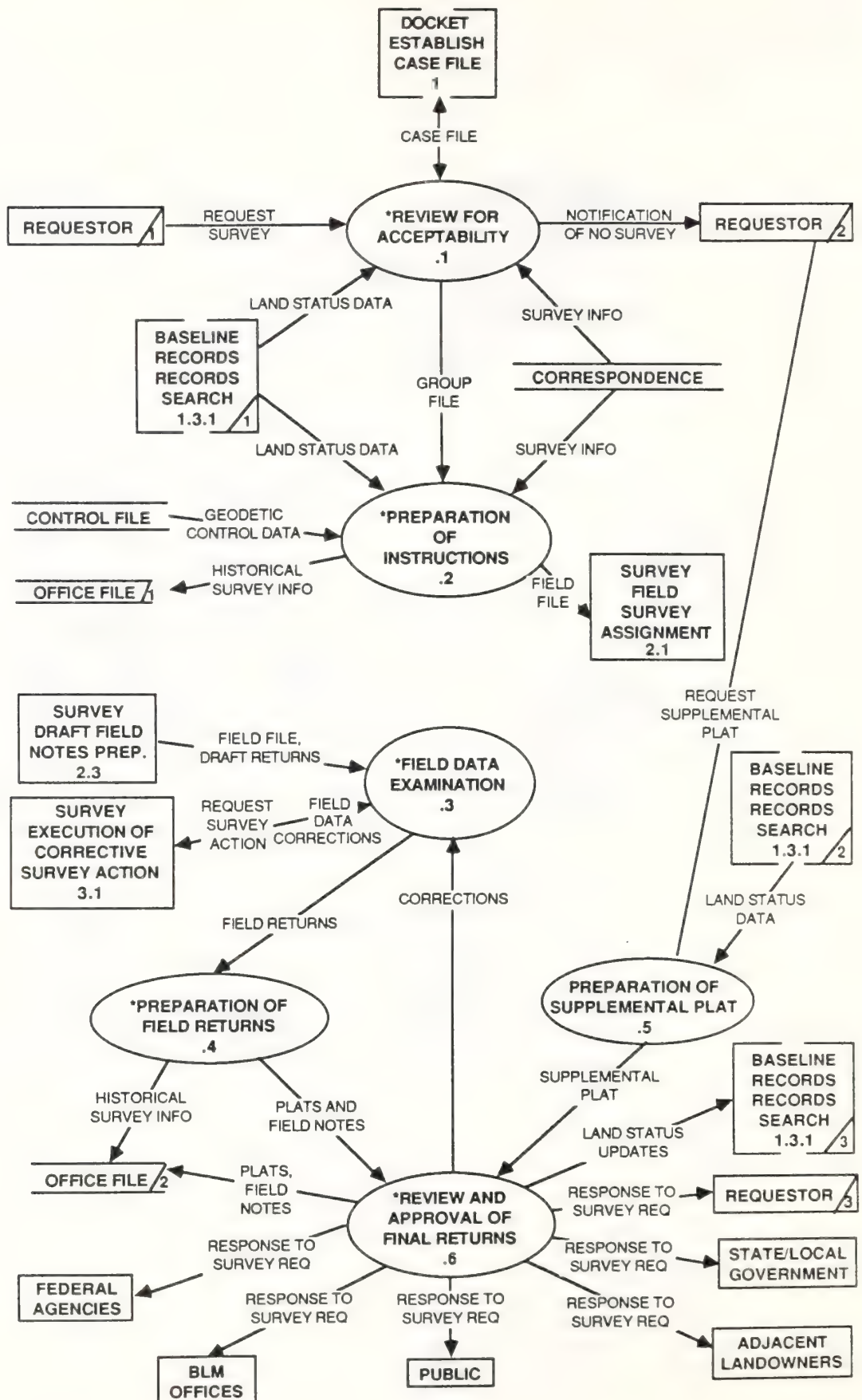
Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing;
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

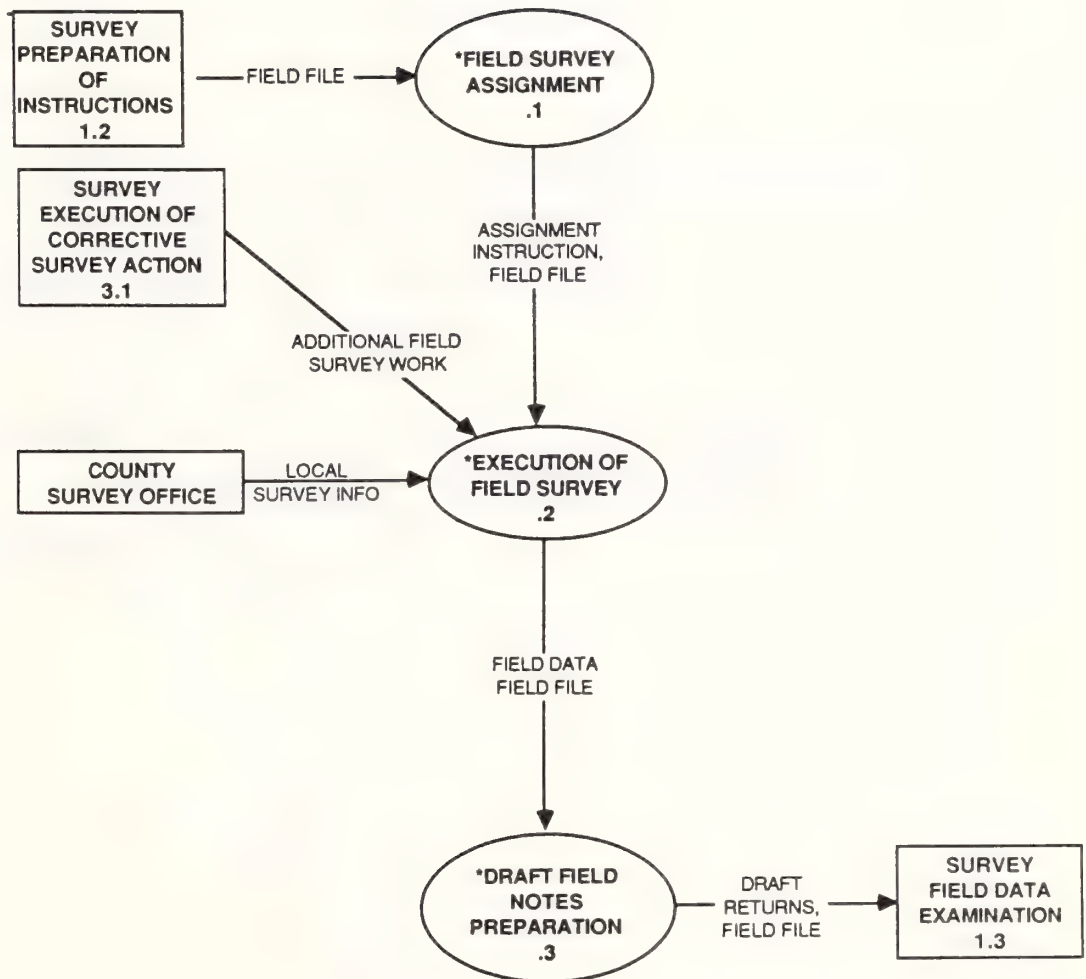
SURVEY VISUAL TABLE OF CONTENTS

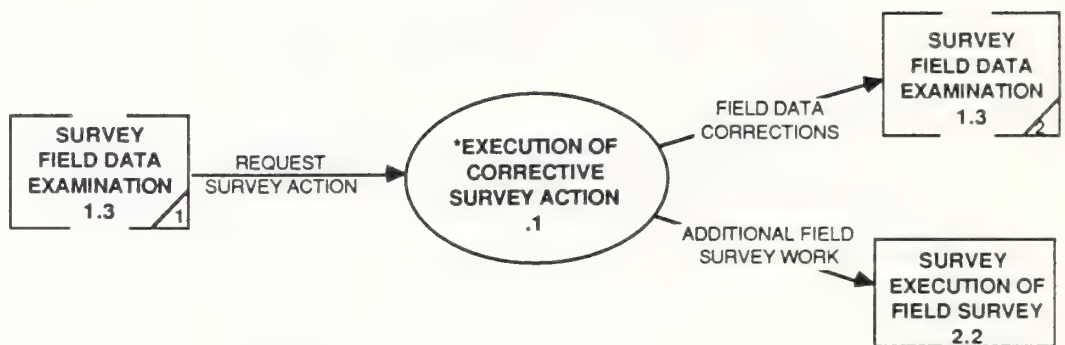














## CHAPTER 3

### PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Section 2. The Section 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Section 4 narrative for that process is also listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
3	Curative Survey Action	1	2-3	
2.3	Draft Field Notes Preparation	2	2-5	4-10
3.1	Execution of Corrective Survey Action	2	2-6	4-11
2.2	Execution of Field Survey	2	2-5	4-9
1.3	Field Data Examination	2	2-4	4-4
2	Field Survey	1	2-3	
2.1	Field Survey Assignment	2	2-5	4-8
1.4	Preparation of Field Returns	2	2-4	4-5
1.2	Preparation of Instructions	2	2-4	4-3
1.5	Preparation of Supplemental Plat	2	2-4	4-6
1.6	Review and Approval of Final Returns	2	2-4	4-7
1.1	Review for Acceptability	2	2-4	4-2
1	Survey Procedure	1	2-3	

## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Section 2.

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Review for Acceptability

Identifier: 1.1

Parent Process Name: Survey Procedure

Description: Ascertain request legality and needs.

Policies/Procedures: None.

Constraints: Cost impact, manpower - to be approved within 27 months of field start.

Input	Process	Output
Request Survey (Requestor: Federal Agencies State/Local Government BLM Offices Public Adjacent Land Owners)	Review survey requests for complete submission as to timeliness, resource request, value to program planning.	
	Establish Group File from the material collected.	
Land Status Data (Records)	Check land status records to see if it agrees with official request. Correct if necessary.	
Case File (Docket)	Obtain pertinent data and review.	Case File (Docket)
Survey Information	Check if other pertinent information is available concerning area of survey request.	
	Determination of no survey requirement. Does not need field work at all. Survey problem could be solved on paper. No need for cadastral work at all.	Notification of No Survey (Requestor)

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If a survey is required, send Group File to Preparation of Instruction.	Group File

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Preparation of Instructions

Identifier: 1.2

Parent Process Name: Survey Procedure

Description: Research and compilation of survey data to determine and outline what is needed for field survey.

Policies/Procedures: Must follow established technical and legal guidelines.

Constraints: None.

Input	Process	Output
Group File	Set up Field File. Determine area of work and when special instructions are needed.	
Land Status Data	Acquire land status information.	
	Collect official survey records (plats and notes) and other supporting documents.	
Survey Information	Check general correspondence files for information on work area.	
Geodetic Control Data	Acquire necessary information for control stations in area Send Historical Survey to Office File.	Historical Survey Information
	Assemble all above information into Field File and send to Field Survey (Field Survey Assignment).	Field File

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Field Data Examination

Identifier: 1.3

Parent Process Name: Survey Procedure

Description: To review for adequacy of the field work that was done in accordance with the special instructions and the Manual of Surveying Instructions.

Policies/Procedures: Manual of Surveying Instructions.

Constraints: 27 month (start upon execution of field survey) mandated completion of entire survey process, i.e., special structure to final acceptance.

Input	Process	Output
Draft Returns	Review initial draft of field notes and sketch plat for compliance with special instructions and the Survey Manual from Field Survey.	
Field Data Field File	Evaluate all technical documents that relate to a particular survey assignment or impact a technical aspect of the survey.	
	Incorporate Draft Returns, Field Data, and Field File.	Field Returns
Corrections	During the Review and Approval of Final Returns process, an error or inconsistency could be revealed and the documents may need corrections.	Request Survey Action

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Preparation of Field Returns

Identifier: 1.4

Parent Process Name: Survey Procedure

| Description: To submit the survey returns for final review and  
| approval.

Policies/Procedures: None.

Constraints: 27 months

Input	Process	Output
Field Returns	The official written record to be approved by the proper authority is prepared. Surveyor certifies field returns. Plat and Field Notes are sent to Review and Approval of Final Returns.	Plats Field Notes
	Categorize historical survey information and place in Office File.	Historical Survey Information (Office File)



## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Preparation of Supplemental Plat

Identifier: 1.5

Parent Process Name: Survey Procedure

Description: A Supplementary Plat is prepared entirely from office records designed to show a revised subdivision of one or more sections without change in the section boundaries and without other modification of the record. It is prepared to show in more detail revised areas within sections.

Policies/Procedures: None.

Constraints: Official survey records cannot be changed.

Input	Process	Output
Request Supplemental Plat	Based upon requestor's needs and the official survey record, a plat is drafted to show new/ revised areas.	
Land Status Data	Land status data is reviewed for compliance with the special instructions and Manual of Surveying Instructions.	
	The Supplemental Plat is sent to Review and Approval of Final Returns.	Supplemental Plat

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Review and Approval of Final Returns

Identifier: 1.6

Parent Process Name: Survey Procedure

Description: Last check of plats and field notes prior to signature and approval.

Policies/Procedures: None.

Constraints: To be approved within 27 months of field start.

Input	Process	Output
Field Notes and Plats (1.4) Supplemental Plats (1.5)	Review of final notes and/or plats to ensure compliance with each other, and with Bureau policies and guidelines, and then signing of them as being an official survey.	Land Status Updates (Records) Response to Survey Request
	Procedural and technical errors detected during this review will require correc- tions to be made in the documents concerned.	Corrections
	Plats and Field Notes are sent to Office File.	Plats Field Notes

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Field Survey Assignment  
 Identifier: 2.1  
 Parent Process Name: Field Survey  
 Description: To legally assign the project to an individual surveyor based upon experience, etc.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Field File	Assignment Instructions are written and approved, authorizing a cadastral surveyor to execute a specific part, or all, of a particular survey.	Assignment Instructions Field File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Execution of Field Survey

Identifier: 2.2

Parent Process Name: Field Survey

Description: To survey an area as outlined in Special Instructions and requested need.

Policies/Procedures: In accordance with Special Instructions and 1973 Manual of Survey Instructions.

Constraints: Weather, cost, manpower 27-month timetable.

Input	Process	Output
Assignment   Instruction	Received by surveyor, authorizing him/her to do survey.	
Local Survey Information	Research of County Surveyor and local survey firms for pertinent survey data.	
Field File	Survey information for assigned survey, and used during course of work.	Field File
Additional Field   Survey Work	Correct/change field work. Incorporate into Field Data.	Field Data

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Draft Field Notes Preparation

Identifier: 2.3

Parent Process Name: Field Survey

Description: To reduce field data into draft field notes and sketch plats.

Policies/Procedures: None.

Constraints: 27 months to complete from field start.

Input	Process	Output
Field Data	Assimilate all gathered field data from field tablets and local records into an understandable set of draft field notes and a sketch plat.	
Field File	Make corrections as needed to prepare draft returns.	
	Send Draft Returns and Field File to Field Data Examination.	Draft Returns Field File

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Execution of Corrective Survey Action  
 Identifier: 3.1  
 Parent Process Name: Curative Survey Action  
 Description: To make sure that all survey work is in compliance through corrective action.  
 Policies/Procedures: None.  
 Constraints: Money, manpower, weather.

Input	Process	Output
Request Survey Action	During review process, inconsistencies/errors were detected in field work. Can be corrected through a clarification on paper or actual additional field work.	Field Data Corrections Additional Field Survey Work

## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the section lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Field Survey Work
Abbreviation	
Description	Information requested by reviewer to clarify or
	correct portions of the field survey based upon
	the review findings of draft returns.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	(Plats) + (Field Notes) + (\$Memorandums) +
	(\$Verbal Responses)



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Assignment Instruction
Abbreviation	
Description	Written instruction (legal document) to a cadastral surveyor authorizing execution of a specific part, or all, of a particular survey. Even if the survey has been authorized, a surveyor may not execute it or any part of it without instructions containing the specific assignment. This is an integral part of all field survey taskings.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Authorization + \$Charge Code + \$Local Contact + \$Township & Range Description

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	
Description	A case file contains all documentation related to that particular case; including: application, receipt, abstract, and survey information.
Data Type	Set
Ability to View	All
Ability to Update	N/A
Definition	\$Application + \$Receipt + \$Abstract + Survey Info

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Group File
Abbreviation	
Description	A Group File contains all documentation related to that particular group (with a group number), including: request for survey, receipt, abstract, and survey information.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	\$Request Survey + \$Receipt + \$Abstract + \$Special Instructions + Related Information

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Corrections
Abbreviation	
Description	Notation of technical inadequacy in the field
	note returns or plats which must conform to
	special instructions and the Manual of Surveying.
Data Type	Data flow
Ability to View	BLM
Ability to Update	BLM
Definition	(\$Technical Discrepancies) + (\$Clarifications)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Draft Returns
Abbreviation	
Description	The draft field notes, reports, and sketched
	plats compiled by the field surveyor and
	submitted for review and drafting.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	Plats + Field Notes + Field File + \$Other
	Pertinent Data

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Field Data
Abbreviation	
Description	Field data are used for the results of the survey consisting of distance and bearing description, topography, corner descriptions, and previous reviews of other surveys.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Distance and Bearing Description + \$Topography +
	\$Corner Descriptions + \$Evidence of Original
	Survey

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Field Data Corrections
Abbreviation	
Description	Survey results, such as field notes and sketched plats, which have been reviewed and corrected. This could include additional field data acquired based on previous reviews.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	Plats + Field Notes

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Field File
Abbreviation	
Description	A working folder containing instructions, survey data, notes, maps, photos, and other pertinent information required to execute the field survey.
Data Type	Data store
Ability to View	BLM
Ability to Update	BLM
Definition	\$Special Instructions Document + Geodetic Control Data + \$Public Land Record System Data + Assignment Instructions + \$Computational Data + Local Survey Data/Information + \$Field Tablets + \$Aerial Photos + \$Road Maps + \$Quadrant Maps



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name                      Field Notes

Abbreviation

Description                      The official written record of the survey  
certified by the field surveyor and approved by  
the proper authority.

Data Type                      Record

Ability to View                  BLM

Ability to Update                BLM

| Definition                      \$Distance & Bearing Description + \$Topography +  
|                                      \$Corner Descriptions + \$Evidence of Original  
|                                      Survey

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Field Returns
Abbreviation	
Description	Field returns are the field notes, field file, reports, and plats compiled by the field surveyor. This information is held in a Survey Group File.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	Plats + Field Notes + Field File + (\$Other
	Pertinent Data)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Geodetic Control Data
Abbreviation	
Description	A system of monumented stations having known precise positions in latitudes, longitudes, and azimuths established by geodetic methods.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$General Description + \$Latitudes + \$Longitudes + \$Azimuth + \$Control Station Location + \$(Other Pertinent Data)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Historical Survey Information
Abbreviation	
Description	This information consists of general correspondence received from private land surveyors, the public and other Government agencies. The information is not being used for the present survey being conducted, but may be used for reference.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	(\$Letters) + (\$Memoranda) + (\$Diagrams/Sketches) + (\$Private Survey Data)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Status Data
Abbreviation	
Description	Data containing the master title plats, patents, and any pertinent information relating to the status of the area of land concerned.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Master Title Plats + (\$Historical Indexes) + (\$Patents) + (\$Other Pertinent Data)

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Land Status Updates
Abbreviation	
Description	Land status updates are additional or corrected information on the MTPs, HIs, patents or other pertinent data relating to the legal description and acreage of the area of land concerned.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Master Title Plats + (\$Historical Indexes) + (\$Patents) + (\$Other Pertinent Data)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Local Survey Information
Abbreviation	local survey info
Description	Survey data/information that was obtained from
	local county surveyors' offices, private
	surveyors, local governmental offices, various
	companies.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Plats + Field Notes + (\$Correspondence) +
	(\$Corner Descriptions)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notification of No Survey
Abbreviation	
Description	A letter/memo sent to the requestor stating that a field survey is not required because other administrative functions can be utilized to obtain a more cost effective survey determination, or that a survey at this time would not resolve the requestor's original problem. When the information is available, a supplemental plat will be supplied with the survey information.
Data Type	Data flow
Ability to View	All
Ability to Update	BLM
Definition	\$No Survey Determination + \$Reason of Determination + (\$Alternatives)



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plats
Abbreviation	
Description	A drawing which represents the particular area survey is used in conjunction with the field notes as record of the survey and land attributes (i.e., characteristics, boundaries). It also illustrates distance and direction of lines, relation to adjoining surveys, parcel description, relief, and improvements.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Land Attributes + \$Distance and direction of lines + \$Parcel description

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Supplemental Plat
Abbreviation	
Description	When it has been determined that a survey will not be performed due to the fact that information is already available, a supplemental plat will be requested.
Data Type	Data Flow
Ability to View	All
Ability to Update	Requestor
Definition	\$Memo/Letter

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Survey
Abbreviation	
Description	A letter from the requesting agency accompanied with a land status diagram identifying what the requestor wants surveyed. The request may also include pertinent survey data.
Data Type	Data flow
Ability to View	All
Ability to Update	Requestor
Definition 	\$Letter + \$Cadastral Survey Request Form + (Local Survey Data)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request Survey Action
Abbreviation	
Description	This is a request for clarification of survey data or additional data to support the survey work done in accordance with the special instructions. It is used to make the survey work conform to the special instruction and the BLM Manual 1973. The request can also be a letter or memorandum requesting that a supplemental plat be prepared from the official survey records for a specified land transaction.
Data Type	Data flow
Ability to View	All
Ability to Update	Requestor
Definition	\$Technical Discrepancies + \$Corrective Action
	Request + \$Rationale + [\$Letter Memorandum]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Response to Survey Request
Abbreviation	
Description	Copies of field notes and plats (paper copies & fiche) sent to requesting agency and other interested parties as final legal documents on the survey. This could include notification of no survey.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Letter + Plats + (Field Notes) + (Notification of No Survey)

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Supplemental Plat
Abbreviation	
Description	The supplemental plat is a portion of the MTP that shows a particular section in greater detail.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Case type information + \$Additional survey information

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Survey Information
Abbreviation	
Description	This information primarily contains general correspondence received from private land surveyors, the public, and other Government agencies. The information collected will not necessarily be associated with a specific survey project.
Data Type	Data flow
Ability to View	All
Ability to Update	N/A
Definition	(\$Letters) + (\$Memoranda ) + (\$Diagrams/Sketches)
	+ (\$Private Survey Data)

## DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	local survey info
Data Name	Local Survey Information



## APPENDIX A

### ALASKA SURVEYS

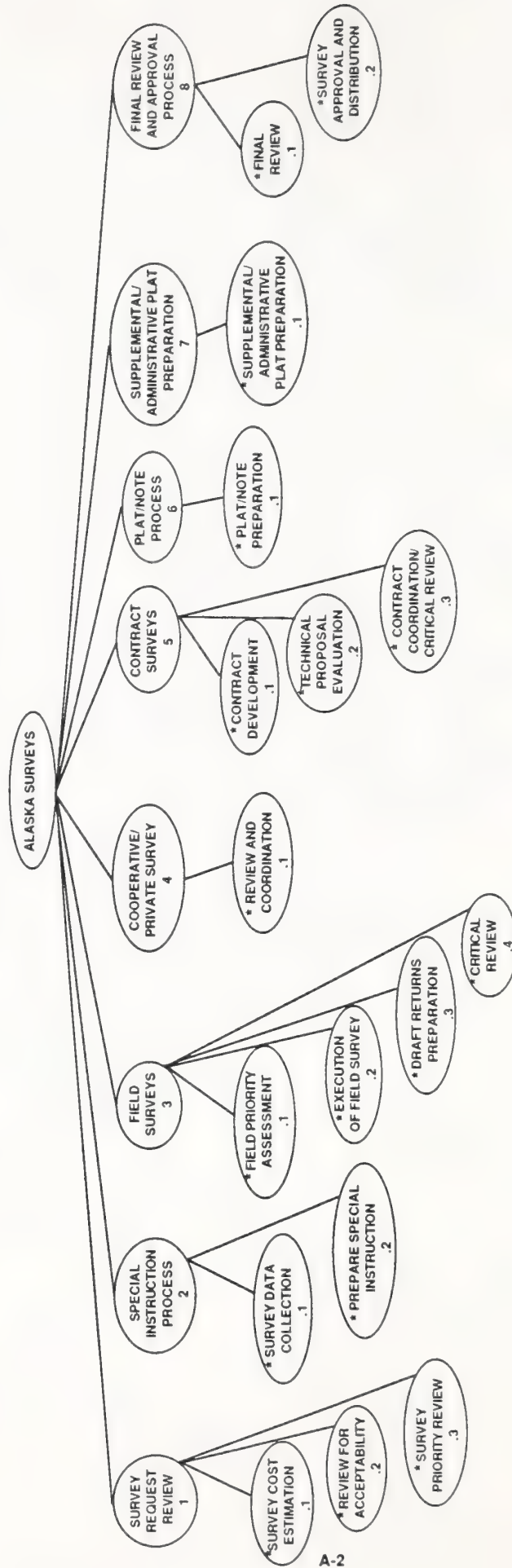
This appendix is divided into two parts: Part 1, describing the Alaska survey procedures and Part 2, describing orthophoto procedures. Both Part 1 and Part 2 use Data Flow Diagrams (DFDs) to illustrate the processes. Following each DFD are Input/Process/Output Narratives (IPOs) describing each process primitive in detail, including definitions of steps taken or decisions made. A Data Dictionary at the end of each part of this appendix defines the data flows appearing on the DFDs in that section.

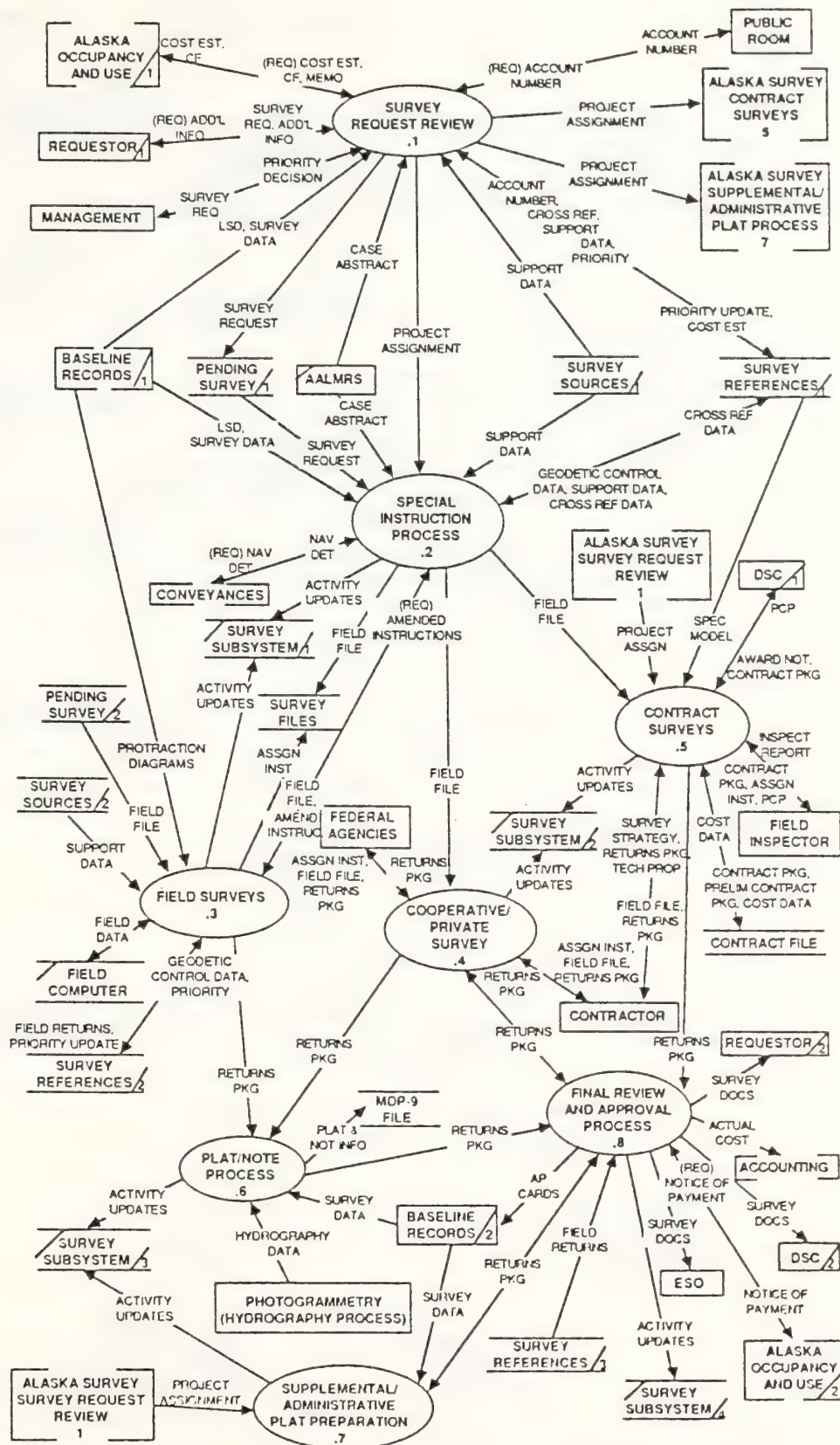
#### A.1 ALASKA SURVEY PROCEDURES

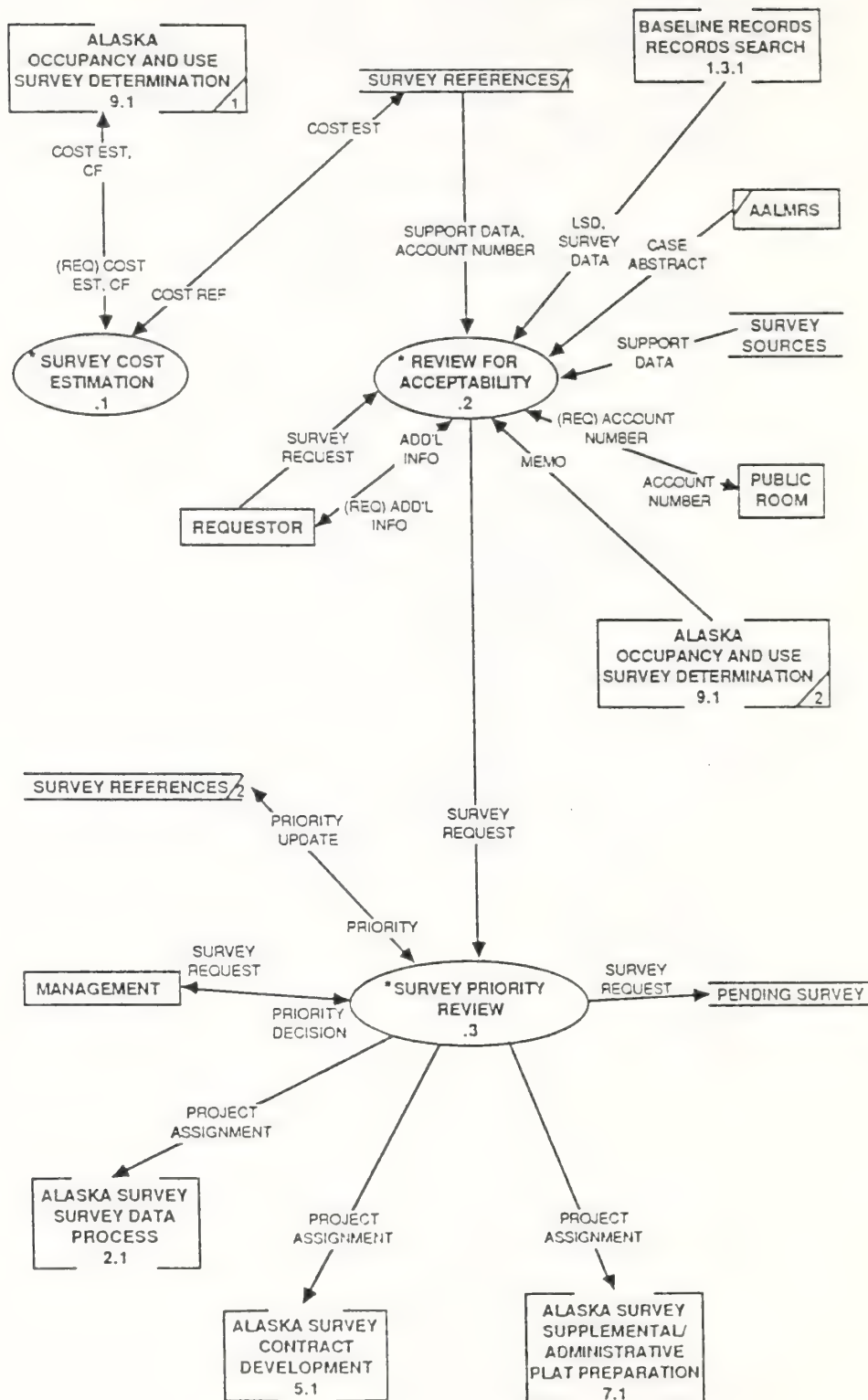
Part 1 of this appendix describes the following Alaska survey procedures:

1. Survey Request Review
2. Special Instruction Process
3. Field Surveys
4. Cooperative/Private Surveys
5. Contract Surveys
6. Plat/Note Process
7. Supplemental/Administrative Plat Process
8. Final Review and Approval Process

# ALASKA SURVEYS VISUAL TABLE OF CONTENTS







## ALASKA SURVEYS

Process Name: Survey Cost Estimation

Identifier: 1.1

Parent Process Name: Survey Request Review

Description: Ascertain cost of survey for trade and manufacturing sites and for headquarters sites.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Cost Estimate Case File	Receive request for cost estimate along with case file from Occupancy and Use Adjudication.	
Cost References	Obtain cost references from Survey References sources.	
	Prepare estimate of complete cost of survey.	
	Return cost estimate and case file to Occupancy and Use Adjudication.	Case File Cost Estimate
	Send a copy of the cost estimate to Survey References.	Cost Estimate



# ALASKA SURVEYS

Process Name: Review for Acceptability

Identifier: 1.2

Parent Process Name: Survey Request Review

Description: Requests for survey or supplemental plat preparation are reviewed for completeness and accuracy and whether already requested or appropriate.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Survey Request	Receive survey request from Requestor (including Alaska Occupancy and Use and Conveyances).	
Case Abstract Land Status Data Support Data Survey Data	Necessary data is gathered from various sources and reviewed to determine the acceptability of the request.	
Additional Info	If the request is unacceptable, the request is returned to the requestor and additional information is requested.	(request) Additional Info
(request) Account Number	For requests dealing with Headquarters Sites or Trade and Manufacturing Sites, receive request for account number from Public Room. Get account number from Survey References and send to Public Room. Associate with cost survey account data and add to priority for next survey season.	Account Number
	If request is for supplemental plat, but lands are not surveyed, hold request in pending surveys.	

## ALASKA SURVEYS

Input	Process	Output
Memorandum	If the request is acceptable, send request to Survey Priority Review Process.	Survey Request
	Memorandum may be received from Alaska Occupancy and Use notifying Alaska Survey that the applicant wishes to hire a private surveyor.	

# ALASKA SURVEYS

Process Name: Survey Priority Review

Identifier: 1.3

Parent Process Name: Survey Request Review

Description: All survey requests are reviewed against the established Patent Plan Process (PPP) priority list. If not found on the list, a priority will be assigned.

Policies/Procedures: None.

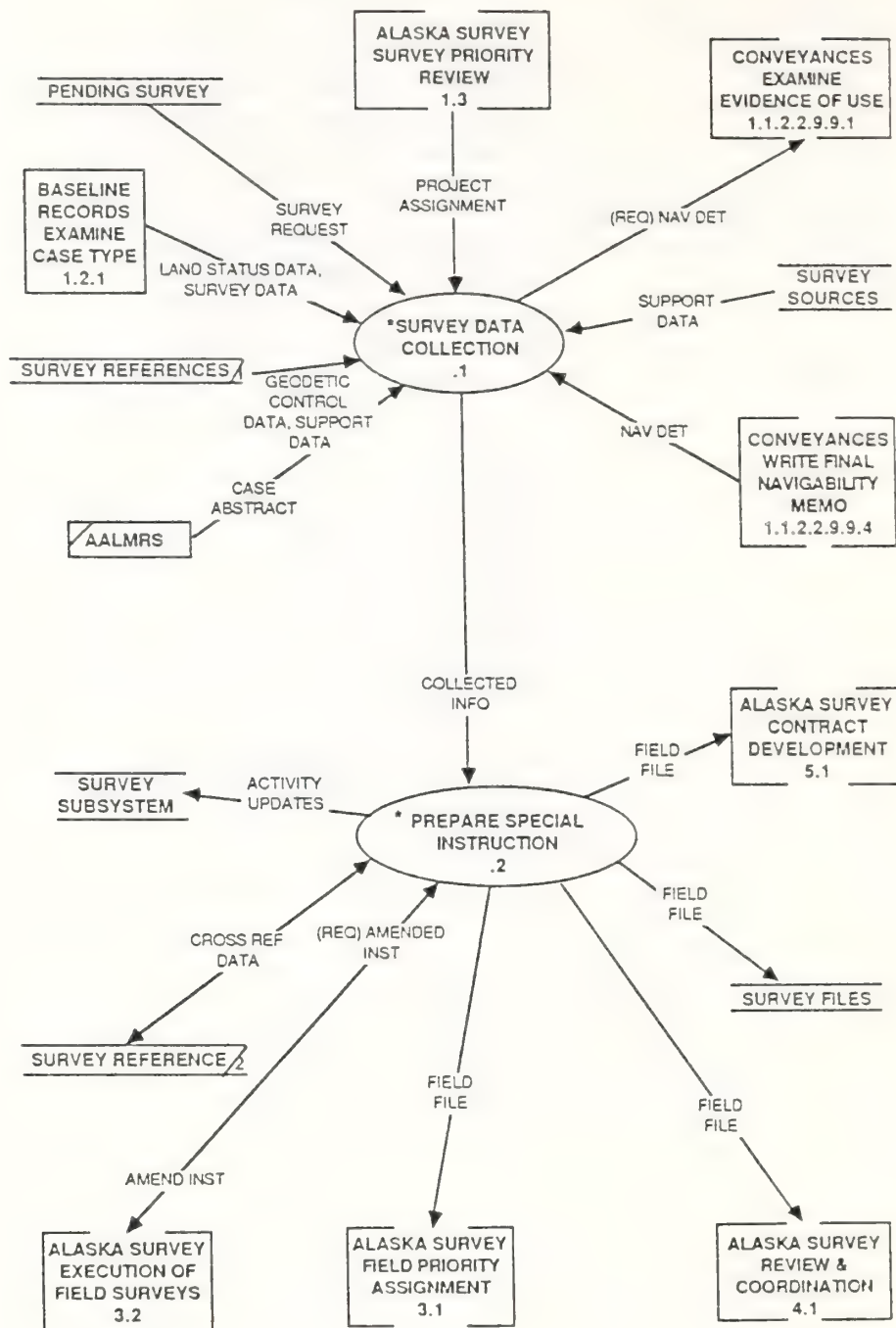
Constraints: None.

Input	Process	Output
Survey Request	Receive survey request from Review for Acceptability.	
Priority	Review request against the PPP Priority List in Survey References.	
	If the request is within an area identified for survey under PPP, and Special Instructions have not been written, the survey request is given a project assignment and sent to Survey Data Process.	Project Assignment
	If the request is for survey pursuant to Sec. 14(c) of ANCSA, add to the PPP Priority List for the next survey season. The survey request is given a project assignment and sent to Contract Surveys.	Priority Update Project Assignment
	If the survey request is a Congressional request, add it to PPP Priority List for current or next field season.	Priority Update



# ALASKA SURVEYS

Input	Process	Output
Priority Decision	If special instructions have not been written, the survey request is given a project assignment and sent to Contract Development.	Project Assignment
	If the survey request is for nomination to the PPP or for Hot Shot Crew Clean-up, send the survey request to Management for priority decision. Receive Priority Decision from Management.	Survey Request
	If the survey request is for a supplemental or administrative plat on lands that have been previously surveyed, put on current PPP Priority List. The survey request is given a project assignment and sent to Supplemental/ Administrative Plat Preparation.	Priority Update Project Assignment
	If the lands have not been surveyed, send request to Pending Survey file.	Survey Request



# ALASKA SURVEYS

Process Name: Survey Data Collection

Identifier: 2.1

Parent Process Name: Special Instruction Process

Description: In this process all necessary data is collected and sent to Prepare Special Instructions.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Project Assignment Survey Request	Receive project assignment from Survey Request Review or survey request from Pending Surveys.	
	If necessary request a navigability determination from Navigability.	(request) Navigability Determination
Navigability Determination Support Data Geodetic Control Data Land Status Data Survey Data Case Abstract	All necessary data is received from various sources and assembled, and entire collection is sent to Prepare Special Instructions.	Collected Information

## ALASKA SURVEYS

Process Name: Prepare Special Instructions

| Identifier: 2.2

Parent Process Name: Special Instruction Process

Description: In this process, if special instructions have not previously been written they are written, approved, incorporated into field files and issued to the appropriate survey function.

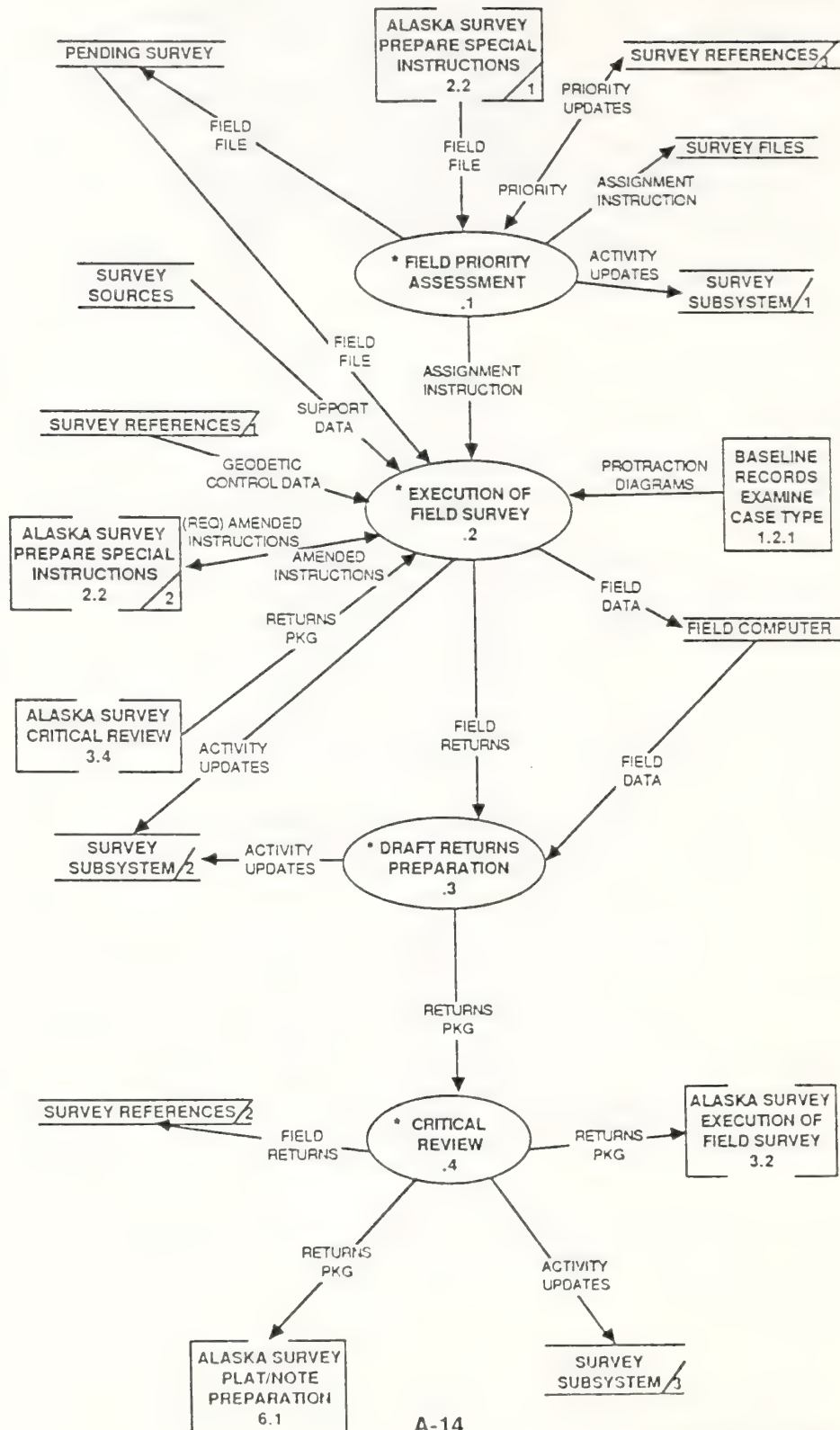
Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Collected Information	Receive information from Survey Data Collection.	
Cross Reference Data	<p>Receive cross reference data from Survey References to see if any instructions have been written previously.</p> <p>If instructions already exist, they are incorporated into Plan of Survey.</p> <p>If no previous instructions exist, write special instructions.</p> <p>When all the special instructions have been written and approved for a particular area, the special instructions are incorporated into a field file which is sent to the appropriate survey function (Field Priority Assessment, Contract Development, Review and Coordination).</p>	Field File
     (request) Amended   Instructions	When appropriate, receive request for and send out Amended Instructions to Execution of Field Surveys.	Amended Instructions

## ALASKA SURVEYS

Input	Process	Output
	Copies of the field files are sent to Survey Files.	Field File
	Send updated cross reference data to Survey References.	Cross Reference Data
	Initiate tracking on Survey Subsystem.	Activity Update



## ALASKA SURVEYS

Process Name: Field Priority Assessment  
 Identifier: 3.1  
 Parent Process Name: Field Surveys  
 Description: In this process field files are received and assignment instructions are issued.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Field File	Receive field file from Prepare Special Instructions.	
Priority	Field file is checked against field priority list from Survey References.	
	If field file has not been assigned a priority, one is assigned to the Survey References.	Priority Update
	If a priority has been assigned, send field file to Pending Field Survey file to await appropriate field season.	Field File
	Write assignment instructions and send to Execution of Field Survey with copies to Survey File.	Assignment Instruction
	Update Survey Subsystem.	Activity Updates



## ALASKA SURVEYS

Process Name: Execution of Field Survey

Identifier: 3.2

Parent Process Name: Field Surveys

Description: In this process an on-the-ground survey is performed and/or any required field corrections are made.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Assignment Instruction	Receive assignment instructions from Field Priority Assessment.	
Returns Package	Receive a deficient draft returns package from Critical Review.	
Field File	Upon receipt of assignment instructions, receive field file from Pending Field Survey file.	
Protraction Diagrams Support Data Geodetic Control Data	Collect any other necessary information from various sources.	
	Initiate on-the-ground survey.	
	Send field data (including corrected field data) to Field Computer.	Field Data
Amended Instructions	When necessary, request and receive amended instructions from Prepare Special Instructions.	(request) Amended Instructions
	When requested, do any corrective survey work.	
	Upon completion of field survey, send field returns to Draft Returns Preparation.	Field Returns
	Update Survey Subsystem.	Activity Updates



## ALASKA SURVEYS

Process Name: Draft Returns Preparation  
Identifier: 3.3  
Parent Process Name: Field Surveys  
Description: All documentation is received from Field Survey and a draft package is sent to Critical Review for preliminary approval.  
Policies/Procedures: None.  
Constraints: None.

Input	Process	Output
Field Returns	Receive field returns from Execution of Field Survey.	
Field Data	Receive field data from Field Computer.	
	Prepare a draft returns package and send it to Critical Review.	Returns Package
	Update Survey Subsystem.	Activity Updates

# ALASKA SURVEYS

Process Name: Critical Review

Identifier: 3.4

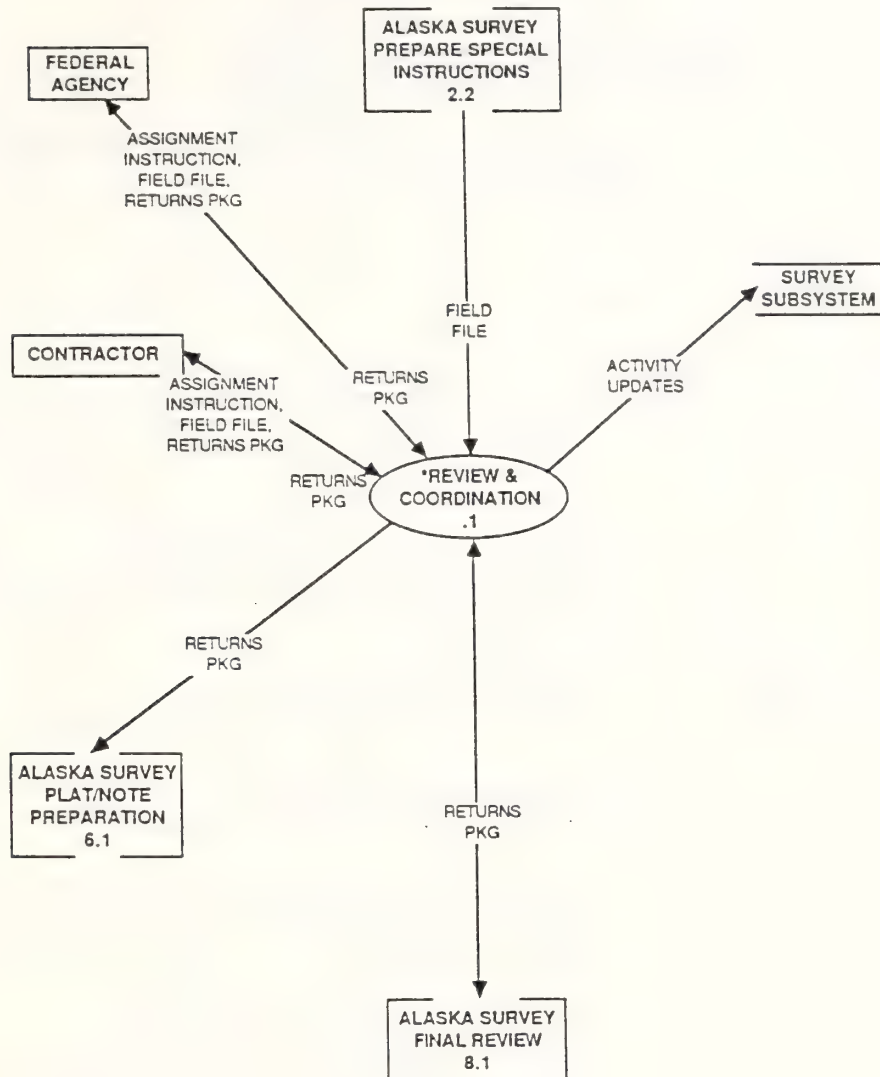
Parent Process Name: Field Surveys

Description: Draft returns package is reviewed for completeness and accuracy.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Returns Package	<p>The draft returns package is received from Draft Returns Preparation and reviewed for accuracy and completeness.</p> <p>If the package is found to be deficient, return package to Execution of Field Survey for correction.</p> <p>If the package is found to be accurate and complete, send draft returns package to Plat/Note Preparation and send field returns to Survey References.</p> <p>Update Survey Subsystem.</p>	<p>Returns Package</p> <p>Field Returns Returns Package</p> <p>Activity Updates</p>



# ALASKA SURVEYS

Process Name: Review and Coordination

Identifier: 4.1

Parent Process Name: Cooperative/Private Surveys

Description: Issue assignment instructions for non-BLM survey and review returns.

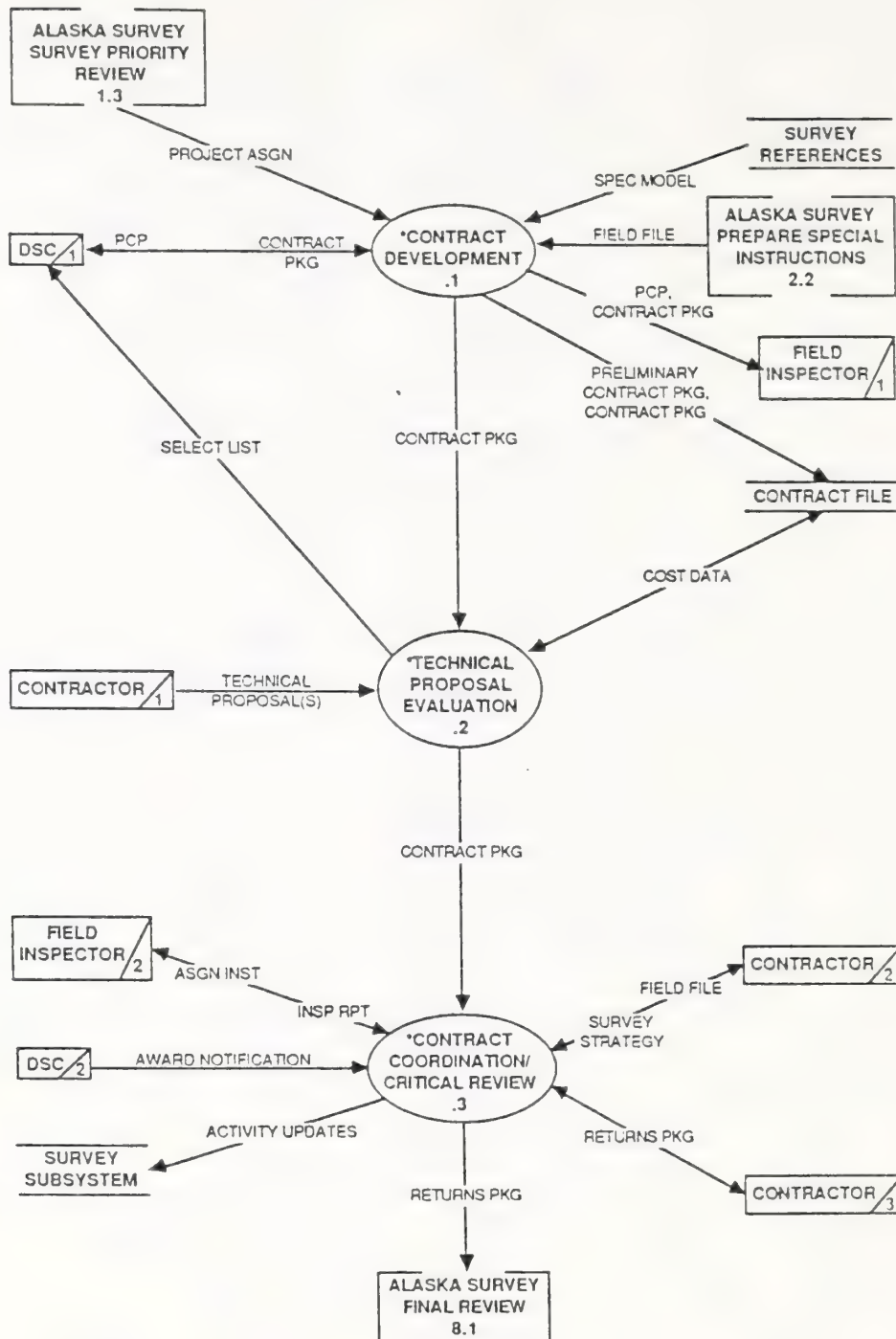
Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Field File	Receive field file from Special Instruction Process.	
	Issue assignment instructions along with the field file to other Federal agency or contractor as required.	Field File Assignment Instructions
Returns Package	Contractor or Federal Agency returns the draft returns package.	
	Draft returns package is reviewed for accuracy and completeness.	
	If package is found to be deficient, return to originator for correction.	Returns Package
	If the package is found to be complete and accurate, and is for a private survey, return the draft returns package to contractor and receive back a final returns package from contractor.	Returns Package
Returns Package	Send final returns package to Final Review.	Returns Package

## ALASKA SURVEYS

Input	Process	Output
	If the package is found to be complete and accurate and is for a cooperative survey, send draft returns package to Plat/Note Preparation.	Returns Package
	Update Survey Subsystem.	Activity Updates



# ALASKA SURVEYS

Process Name: Contract Development

Identifier: 5.1

Parent Process Name: Contract Surveys

Description: Develop a contract package to be issued to Denver Service Center for further processing.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Field File	Receive 14(c) file or field file from Preprepare Special Instructions.	
Project Assignment	Receive Project Assignment from Survey Priority Review.	
Specification Model	Receive specification model from Survey References File.	
	Prepare preliminary contract package.	
	Send preliminary contract package to Denver Service Center, Contract File, and Field Inspector.	Contract Package
Contract Package	Receive contract package from Denver Service Center and send it to Technical Proposal Evaluation, Field Inspector, or Contract File.	Contract Package

## ALASKA SURVEYS

Process Name: Technical Proposal Evaluation  
 Identifier: 5.2  
 Parent Process Name: Contract Surveys  
 Description: Develop a contract package to be issued to Denver Service Center for further processing.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Contract Package	Receive contract package from Contract Development.	
Technical Proposals	Receive technical proposal(s) from contractor. Send cost data to Contract File until required.  Evaluate technical data against contract package to verify compliance.	Cost Data
Cost Data	Recall cost data and perform formulations with regard to technical data to determine best qualified contractor(s).  Send select list to Denver Service Center.  Denver Service Center solicits select list contractors for best and final offer.	Select List
Technical Proposals	Receive best and final technical proposals from contractors. Send Best and Final cost data to Contract File until needed.  Evaluate best and final technical data against contract package.	Cost Data



# ALASKA SURVEYS

Input	Process	Output
Cost Data	Recall best and final cost data and perform formulations with regard to technical data to determine best qualified contractor.	
	Send best and final select list to Denver Service Center and send contract package to Contract Coordination/Critical Review.	Select List Contract Package

## ALASKA SURVEYS

Process Name: Contract Coordination/Critical Review

| Identifier: 5.3

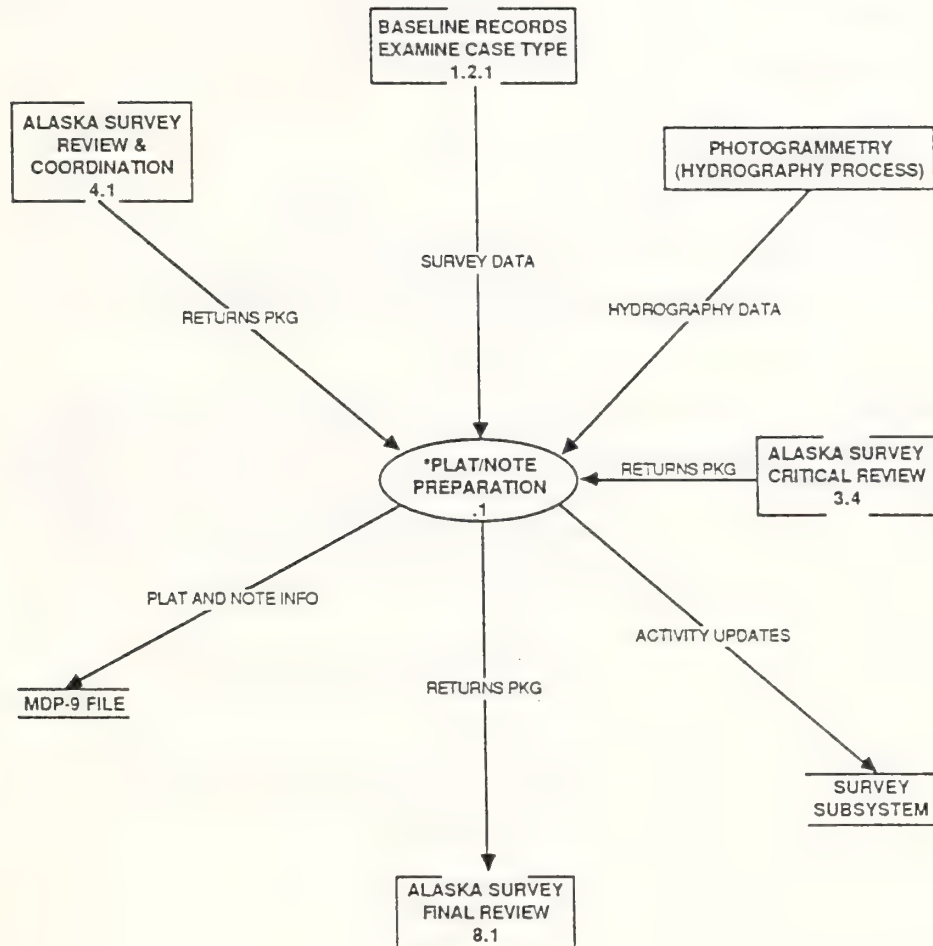
Parent Process Name: Contract Surveys

Description: Coordinate field work.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Contract Package	Receive contract package from Technical Proposal Evaluation.	
Award Notification	Receive award notification from Denver Service Center.	
Survey Strategy	Send field file to contractor and coordinate survey strategy.	Field File
	Issue assignment instructions to Field Inspector.	Assignment Instructions
Inspection Report	Field inspector submits intermittent reports of approval for completed phases of project.	
Returns Package	Contractor submits a draft returns package.	
	Draft returns package is critically reviewed for accuracy and completeness and returned to contractor for finalization.	Returns Package
Returns Package	Contractor submits final returns package.	
	Update Survey Subsystem.	Activity Updates
	Final returns package is sent to Final Review and Approval.	Returns Package



# ALASKA SURVEYS

Process Name: Plat/Note Preparation

Identifier: 6.1

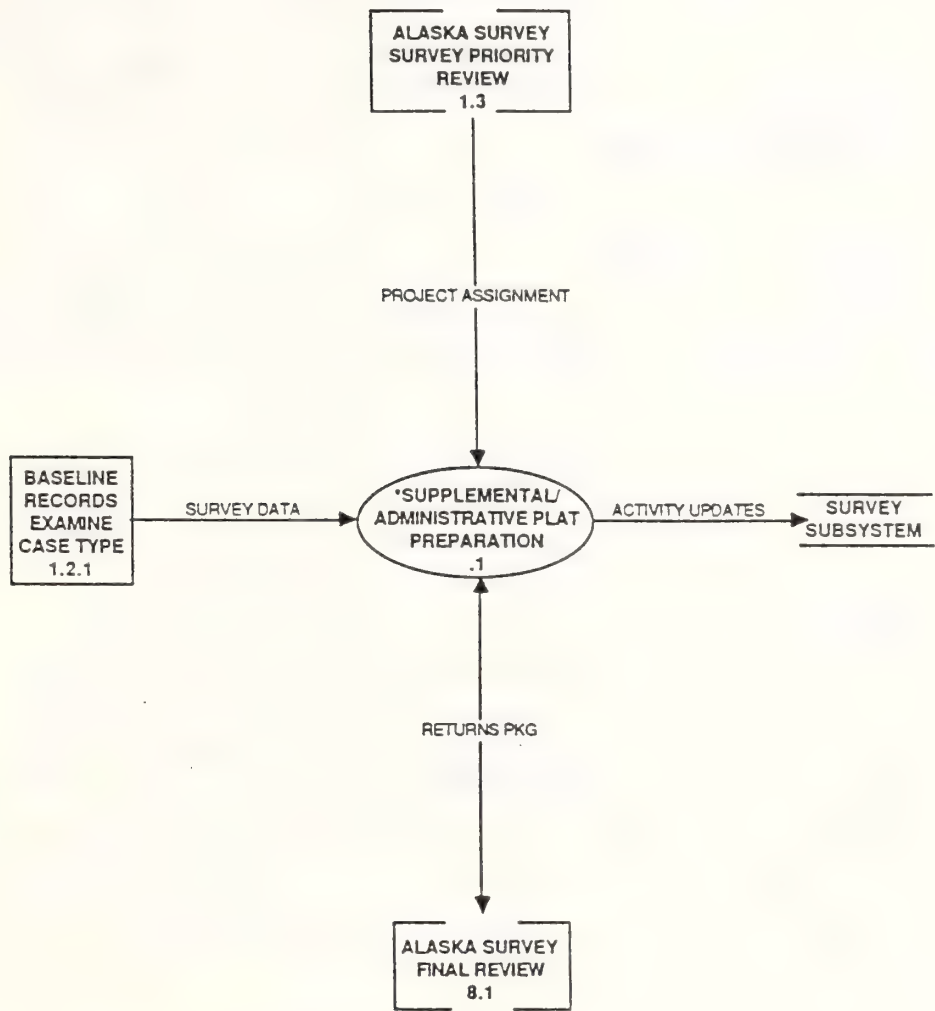
Parent Process Name: Plat/Note Process

Description: Finalize returns package for final approval.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Returns Package	Receive draft returns package from Critical Review or Review and Coordination.	
Survey Data Hydrography Data	Collect all necessary data and information from various sources.	
	Prepare final drawing of the plats and finalize field notes. Incorporate them into the final returns package.	
	Update MDP-9 file and Survey Subsystem.	Plat and Note Information Activity Updates
	Send final returns package to Final Review.	Returns Package



## ALASKA SURVEYS

Process Name: Supplemental/Administrative Plat Preparation

| Identifier: 7.1

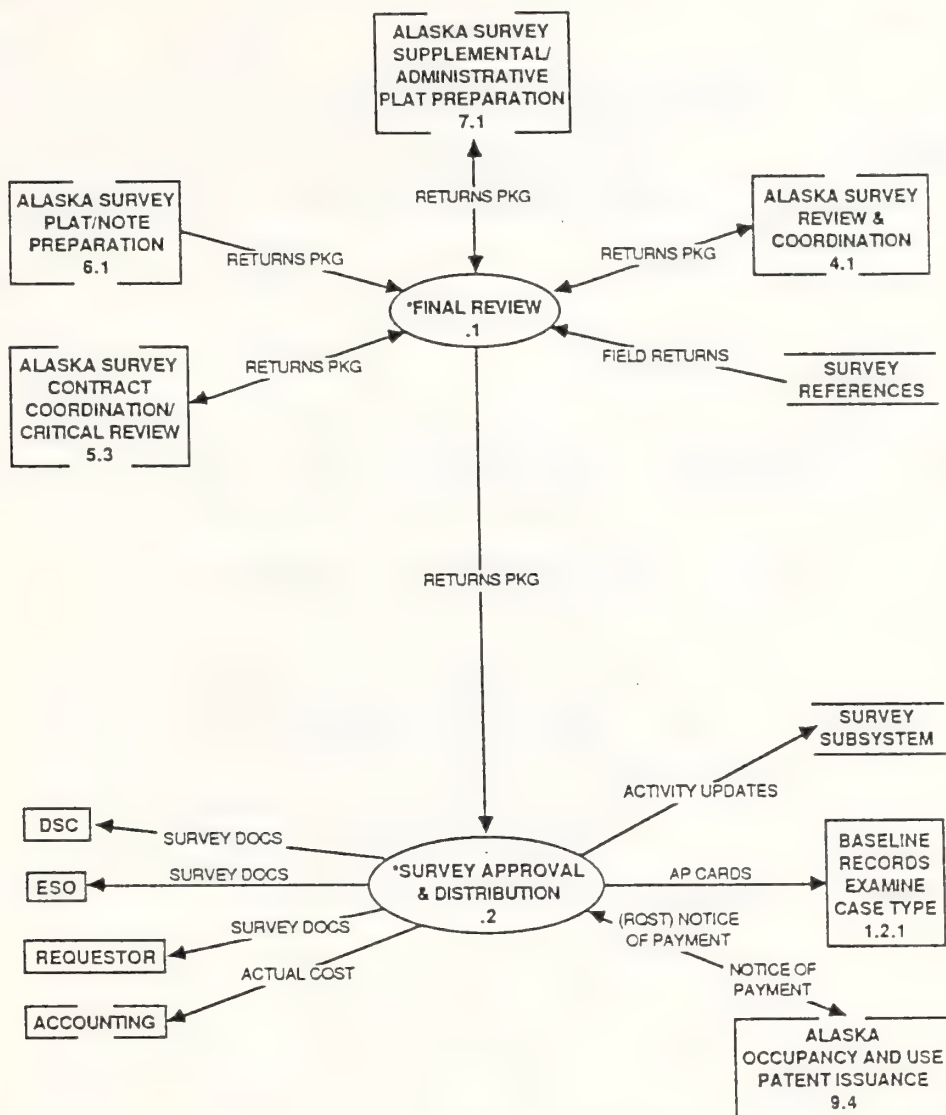
Parent Process Name: Supplemental/Administrative Plat Process

Description: Prepare supplemental and/or administrative plats for final review.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Project Assignment	Receive project assignment from Survey Priority Review.	
Survey Data	Collect all necessary data and information.	
	Prepare assignment instructions and assign to cartography.	
	Prepare supplemental/administrative plat for review and approval.	
	Initiate tracking on Survey Subsystem.	Activity Updates
Returns Package	Receive and correct returns package.	
	Send final returns package to Final Review.	Returns Package
	Update Survey Subsystem.	Activity Update



## ALASKA SURVEYS

Process Name: Final Review

Identifier: 8.1

Parent Process Name: Final Review and Approval Process

Description: In this process final returns and field returns are reviewed and sent for final approval of survey.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Returns Package Field Returns	<p>Receive final returns package and field returns from various sources.</p> <p>Review all incoming data for accuracy and completeness.</p> <p>If the package is deficient, send the final returns package back to the originator for correction.</p> <p>If the final returns package is complete and accurate, send to Survey Approval and Distribution.</p>	Returns Package



## ALASKA SURVEYS

Process Name: Survey Approval and Distribution  
 Identifier: 8.2  
 Parent Process Name: Final Review and Approval Process  
 Description: In this process approval is given to the survey and official plats are issued.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Returns Package	<p>Receive final returns package from Final Review.</p> <p>Officially approve survey. Prepare aperature cards and distribute as required.</p> <p>Survey documents are sent to Denver Service Center, Eastern States Office, and Requestor (including Alaska Occupancy and Use and Conveyances).</p> <p>Update Survey Subsystem.</p> <p>If applicable, actual cost of survey is sent to Accounting.</p>	<p>Aperature Card</p> <p>Survey Documents</p> <p>Activity Updates</p> <p>Actual Cost</p>
(request) Notice of Payment	<p>Receive a request for Notice of Payment from Occupancy and Use.</p> <p>Issue a Notice of Payment to Occupancy and Use.</p>	<p>Notice of Payment</p>

ALASKA SURVEYS

ALASKA SURVEYS DATA DICTIONARY

## ALASKA SURVEYS

Data Name	Account number
Abbreviation	
Description	A number assigned by Cadastral to identify a cost survey account set up to hold cost survey deposits.
Data Type	element
Ability to View	All
Ability to Update	BLM
Definition	\$Account Identification Number

## ALASKA SURVEYS

Data Name	Activity Updates
Abbreviation	Act Up
Description	Updated survey subsystem data
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$action + \$date + (serial number) + (parcel) + (lot )

## ALASKA SURVEYS

Data Name	Actual Cost
Abbreviation	
Description	The final expense computation for a cost survey.
Data Type	
Ability to View	All
Ability to Update	BLM
Definition	\$office cost + \$field costs

## ALASKA SURVEYS

Data Name	Additional Information
Abbreviation	Addl Info
Description	Additional information is furnished by the requestor of a survey usually to clarify land description, or adjacent land status, or authority to survey.
Data Type	Record
Ability to View	All
Ability to Update	BLM, Requestor
Definition	\$Pertinent data

## ALASKA SURVEYS

Data Name	Alaska Automated Lands and Minerals Record System
Abbreviation	AALMRS
Description	Alaska Computerized Case Recordation Information
Data Type	Automated System
Ability to View	BLM
Ability to Update	BLM
Definition	\$Case History + \$Land Status

## ALASKA SURVEYS

Data Name	Amended Instructions
Abbreviation	Amnd Inst
Description	Instructions which have been changed because of a request to change an existing survey, to correct an error in the original instructions, or when the actual ground situation differs from that stated in the instructions.
Data Type	Record
Ability to View	
Ability to Update	
Definition	\$Amended Instructions



## ALASKA SURVEYS

Data Name	Aperture Cards
Abbreviation	AP Cards
Description	Microfilm records mounted on cards suitable for use in a viewer.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Land decription + \$land status + \$historical info

## ALASKA SURVEYS

Data Name	Assignment Instructions
Abbreviation	Asgn Inst
Description	Official memorandum assigning work to a surveyor.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$assignment + (survey strategy) + \$cost code

## ALASKA SURVEYS

Data Name	Award Notification
Abbreviation	Award Not
Description	Memorandum from Denver Service Center notifying the Alaska State Office of contract award.
Data Type	Record
Ability to View	BLM
Ability to Update	DSC
Definition	\$Notice + \$contractor name

## ALASKA SURVEYS

Data Name	Case Abstract
Abbreviation	Case Abst
Description	All case related information contained in AALMRS.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$case history + \$land description + \$lands status + \$applicant info + \$case type info

## ALASKA SURVEYS

Data Name	Case File
Abbreviation	cf
Description	An official folder containing all documentation, correspondence, reports, and findings involved during the specified case action. Each case file is established to hold all pertinent facts relating to the case and retained in Docket, identified by a unique serial number.
Data Type	Set
Ability to View	BLM Controlled
Ability to Update	BLM
Definition	Serial Number + Resource Reports \$Findings + \$Legal Reports + \$Application + \$Recommendations + \$Correspondence + (\$Other Pertinent Data)

## ALASKA SURVEYS

Data Name	Collected Information
Abbreviation	Collected Info
Description	All the information collected in preparation to write special instructions for survey.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	case abstract + support data + geodetic control data + land status data + survey data + survey request + project assignment + navigability report

## ALASKA SURVEYS

Data Name	Contract Officers Authorized Representative
Abbreviation	COAR
Description	Local representative of Denver Service Center Contract Officer to coordinate with contractor and BLM.
Data Type	Record
Ability to View	N/A
Ability to Update	N/A
Definition	\$BLM Employee

## ALASKA SURVEYS

Data Name	Contract File
Abbreviation	
Description	Holding file for all contract related information.
Data Type	File
Ability to View	BLM
Ability to Update	BLM
Definition	Technical Proposal + survey strategy + contract package + complaints + field file + \$miscellaneous correpondence



## ALASKA SURVEYS

Data Name	Contract Package
Abbreviation	Contract Pkg
Description	Official contract developed by Denver Service Center.
Data Type	Record
Ability to View	BLM
Ability to Update	DSC
Definition	\$RFP + contract + milestone report + COAR designation + field inspector designation + copy of publication + PCP

## ALASKA SURVEYS

Data Name	Contractor
Abbreviation	
Description	Private firm or individual authorized to do survey work for BLM.
Data Type	N/A
Ability to View	N/A
Ability to Update	N/A
Definition	\$Contractor name/address

## ALASKA SURVEYS

Data Name	Cost Data
Abbreviation	
Description	That portion of a contractor's technical proposal for a survey project representing the estimated cost of the project.
Data Type	Record
Ability to View	All
Ability to Update	Contractor
Definition	itemized cost list

## ALASKA SURVEYS

Data Name	Cost Estimate
Abbreviation	Cost Est
Description	Estimated cost of a Trade and Manufacturing or Headquarters Site survey. Cost may be for a BLM survey or a private contractor survey.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$estimated cost + \$date + serial number + \$specific information + \$authorized officer

## ALASKA SURVEYS

Data Name	Cost References
Abbreviation	Cost Ref
Description	Information used to prepare a cost estimate for a cost survey.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$wage list + \$GSA rates + \$per diem + \$forms

## ALASKA SURVEYS

Data Name	Cross Reference Data
Abbreviation	Cross Ref Data
Description	Serial number and special survey number noted to card indices and cross references to each other.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	serial number + \$survey number + \$applicant info + \$land description

## ALASKA SURVEYS

Data Name	Field Computer
Abbreviation	
Description	Computer used by field surveyors to store field data for later use in returns preparation.
Data Type	N/A
Ability to View	N/A
Ability to Update	N/A
Definition	Tape/disc/autosurveyor

## ALASKA SURVEYS

Data Name	Field Data
Abbreviation	
Description	Data collected during the process of survey on the ground, used to prepare field returns.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Distance and Bearing Description + \$Topography + \$Corner Descriptions + \$Evidence of Original Survey + sketch + drawings + corner move sheets + monument rubbing sheet + (witness statements) + field books



## ALASKA SURVEYS

Data Name	Field File
Abbreviation	
Description	A working file containing all the information and instructions necessary to complete a survey.
Data Type	file
Ability to View	BLM
Ability to Update	BLM
Definition	\$Originals of special instructions + (amended special instructions) + (supplemental special instructions) + geodetic control data + (aerial photos) + maps + assignment instruction + (field data) + (misc. support info) + (requisition for monument)

## ALASKA SURVEYS

Data Name	Field Inspector
Abbreviation	Field Inspector
Description	BLM surveyor who performs inspections in the field, of a contractor's current survey work. May do some isolated surveys.
Data Type	N/A
Ability to View	N/A
Ability to Update	N/A
Definition	\$BLM employee

## ALASKA SURVEYS

Data Name	Field Notes
Abbreviation	
Description	The official written record of the survey certified by the field surveyor and approved by the proper authority.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Distance \$ Bearing description + \$Topography + \$corner descriptions + \$evidence of original survey

## ALASKA SURVEYS

Data Name	Field Returns
Abbreviation	
Description	Field returns are the field notes, field file, reports, and plat drawings compiled by the field surveyor.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	Plat drawings + Field notes + Field File + (\$Other pertinent data)

## ALASKA SURVEYS

Data Name	Geodetic Control Data
Abbreviation	GCD
Description	A system of monumented stations having known precise positions in latitudes, longitudes, and azimuths established by geodetic methods.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$general description + \$latitudes + \$longitudes + \$azimuth + \$Control Station Location + \$(other pertinent data)

## ALASKA SURVEYS

Data Name	Hot Shot Crew Clean-up
Abbreviation	
Description	A procedure to focus survey efforts on several small, isolated areas needing survey or on congressional requests for survey.
Data Type	N/A
Ability to View	N/A
Ability to Update	N/A
Definition	Special high priority survey projects

## ALASKA SURVEYS

Data Name	Hydrography Information
Abbreviation	Hydro Info
Description	Information on hydrography.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Base Plat + \$acreage list

# ALASKA SURVEYS

Data Name	Inspection Report
Abbreviation	Insp Rpt
Description	Intermittent reports of the field inspector's findings regarding a survey contractor's field work. Reports are filed as phases of survey are inspected. If appropriate, partial payment is made to the contractor.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$inspection approval + \$recommendation for phase payment

.



## ALASKA SURVEYS

Data Name	Land Status Data
Abbreviation	lsd .
Description	Information concerning a particular parcel of land including its legal description, cadastral survey status, the non-federal rights or privileges which attach to it or its resources, all applications and withdrawals or special laws which apply to it.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	Master Title Plat + Historical Index + (\$patents) + (\$other pertinent data)

## ALASKA SURVEYS

Data Name	Management Evaluation
Abbreviation	Mngt Eval
Description	An evaluation and decision by Management Team to set the priority of a survey request or PPP Nomination.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Evaluation + \$decision

## ALASKA SURVEYS

Data Name	Master Title Plat
Abbreviation	mtp
Description	The Master Title Plat shows the current land status. It is a composite of the survey plats of a township showing ownership and land status.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Plat

.

## ALASKA SURVEYS

Data Name	MDP-9 File
Abbreviation	
Description	Directory files in DG-10000. Created by division of Cadastral Survey.
Data Type	File
Ability to View	BLM
Ability to Update	BLM
Definition	\$field survey information

## ALASKA SURVEYS

Data Name	Memorandum
Abbreviation	memo
Description	Internal correspondence
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$memo information

## ALASKA SURVEYS

Data Name	Milestone Report
Abbreviation	Mile Rpt
Description	Schedule of events for a contract period, prepared by Denver Service Center.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Schedule + \$Field Inspector Designation

## ALASKA SURVEYS

Data Name	Navigability Determination
Abbreviation	Nav Det
Description	Determination made to identify which water bodies were used for travel, trade, or commerce and were not withdrawn at the date of Statehood. Those which were are considered navigable, and title to them transferred to the State at Statehood.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$report + \$land description + \$recommendations

## ALASKA SURVEYS

Data Name	Notice of Payment
Abbreviation	
Description	Verification that all survey costs have been paid.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Memorandum



## ALASKA SURVEYS

Data Name	Patent Plan Process
Abbreviation	PPP
Description	A procedure to prioritize survey projects on a 5-year plan in order to maximize Cadastral resources.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$prioritized list

## ALASKA SURVEYS

Data Name	Pending Survey
Abbreviation	
Description	Filing system to hold requests for survey until they are assigned for special instruction preparation.
Data Type	Data Store
Ability to View	BLM
Ability to Update	BLM
Definition	\$Request for survey + (MTP)

## ALASKA SURVEYS

Data Name	Plan of Survey
Abbreviation	
Description	Sketch of the survey project, which is part of the special instructions.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$pictorial of project

## ALASKA SURVEYS

Data Name	Plat and Note Information
Abbreviation	Plat & Note Info
Description	Information put into the MDP-9 file.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$plat + \$information

## ALASKA SURVEYS

Data Name	PPP Nomination
Abbreviation	PPP Nom
Description	A procedure to permit Native corporations, State of Alaska, the BLM, and other Federal agencies to place specified geographic areas on the priority list for survey.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$PPP information

## ALASKA SURVEYS

Data Name	Preliminary Contract Package
Abbreviation	PCP
Description	Prepared by contract development for submission of Statement of Work to Denver Service Center.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$SOW + \$14c plan of survey/field file + Cost Est

## ALASKA SURVEYS

Data Name	Priority
Abbreviation	
Description	Position of precedence on PPP list.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$priority number

## ALASKA SURVEYS

Data Name	Priority Decision
Abbreviation	Priority Desc
Description	A written decision by management to place, change position, delete, or not place a project on the PPP priority list.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Decision



## ALASKA SURVEYS

Data Name	PPP Priority List
Abbreviation	
Description	Written lists of survey projects in order of importance, according to the phase of processing the project has reached.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Project name + \$project number + \$priority number

# ALASKA SURVEYS

Data Name	Priority Update
Abbreviation	
Description	Procedure to add, delete, or change information on the priority list.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Priority + \$change

.

## ALASKA SURVEYS

Data Name	Project Assignment
Abbreviation	Project Asgn
Description	Prioritized survey request.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	(record file) + \$assignment

## ALASKA SURVEYS

Data Name	Protraction Diagram
Abbreviation	
Description	Official drawing of the mathematical projection of latitude and longitude of the rectangular net over unsurveyed lands. Used as basis for MTP's, applications, leases, etc.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$lat + \$long + hydrography

## ALASKA SURVEYS

Data Name	Requestor
Abbreviation	
Description	Originator of a request for survey.
Data Type	N/A
Ability to View	N/A
Ability to Update	N/A
Definition	BLM / other Federal agency / State / public

# ALASKA SURVEYS

Data Name	Returns Package
Abbreviation	Returns Pkg
Description	All information compiled by a field surveyor pertinent to a completed field survey.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	\$draft or final plats + \$draft or final field notes + \$reports + field file + \$field data

## ALASKA SURVEYS

Data Name	Select List
Abbreviation	
Description	A list of the qualified contractors for a job, or recommendation for final choice from Best and Final Technical Proposals.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$qualified contractors + \$recommendation

## ALASKA SURVEYS

Data Name	Special Instructions
Abbreviation	Spec Inst
Description	Detailed specifications for each survey and authorization to execute survey and expend funds. Assigns identifying number.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$authorization + \$appropriation + \$history of adjacent or other surveys + \$specific details as to conduct of survey and plat prep + \$plan of survey



## ALASKA SURVEYS

Data Name	Specification Model
Abbreviation	Spec Model
Description	Reference to prior contracts to aid in preparation of new contracts.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Prior contracts

## ALASKA SURVEYS

Data Name	Statement of Work Package
Abbreviation	SOW Pkg
Description	Statement of Work for an RFP.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$SOW + spec model

## ALASKA SURVEYS

Data Name	Supplemental Plat
Abbreviation	Supp Plat
Description	Supplemental Survey Plats. New original survey plat based on office records of existing surveys. Platting only as there are no field notes here.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$land attributes + \$distance and direction of lines + \$parcel description

## ALASKA SURVEYS

Data Name	Support Data
Abbreviation	
Description	Used to aid surveyors in preparation for or execution of field survey and completion of plats.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$photos + \$quad sheets + \$control data + \$highway info + \$rights-of-way info

## ALASKA SURVEYS

Data Name	Survey Data
Abbreviation	
Description	Information about surveys or other pending surveys which may impact an on-going survey project.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$notes + plats + \$maps + (letters) + (memoranda) + (diagrams/sketches) + \$preliminary field data

## ALASKA SURVEYS

Data Name	Survey Documents
Abbreviation	survey docs
Description	Offical survey plats and notes returned by Alaska Surveys.
Data Type	Set
Ability to View	All
Ability to Update	BLM
Definition	(Original Survey Plats + Notes) + (duplicate survey plats and notes) + (orig/dup supp plats) + (protraction diagrams)

## ALASKA SURVEYS

Data Name	Survey File
Abbreviation	
Description	Official office record of rectangular or special survey.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Copy of Special Instructions + \$correspondence + \$request for survey + \$maps

## ALASKA SURVEYS

Data Name	Survey Plat
Abbreviation	plats
Description	A drawing which represents the particular area surveyed as record of the survey and land attributes (i.e., characteristics, boundaries). It also illustrates distance and direction of lines, relation to adjoining surveys, parcel description, relief, and improvements.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Land Attributes + \$Distance and direction of lines + \$Parcel description + (field notes)



## ALASKA SURVEYS

Data Name	Survey References
Abbreviation	
Description	A generic term for all the storage files/records/lists for survey information.
Data Type	Data Store
Ability to View	All
Ability to Update	BLM
Definition	Cost Estimate file + cost reference file + survey support file + project log + PPP Priority list + contract file + card indices + cuff records + field priority list

# ALASKA SURVEYS

Data Name	Survey Request
Abbreviation	
Description	A request from adjudication, Native corporation, public, or other Federal agency to Cadastral to survey or perform a subdivisional survey or to prepare supplemental plat.
Data Type	Record
Ability to View	BLM
Ability to Update	All
Definition	(\$Field Report) + \$Written Request + (plan of survey)

## ALASKA SURVEYS

Data Name	Survey Sources
Abbreviation	
Description	Sources of Support Data
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Photogrammetry + USGS + USC and GS + COE + BLM Control Records + State DOT + BLM R/W Branch + State DNR

## ALASKA SURVEYS

Data Name	Survey Strategy
Abbreviation	
Description	A plan worked out by a contractor and BLM to show how and when the survey will be accomplished.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	\$Schedule of events + \$logistics + \$details of project

## ALASKA SURVEYS

Data Name	Survey Subsystem
Abbreviation	
Description	An automated system to record and monitor the progress of assigned survey, initiated when special instructions are approved. Data merges with AALMRS.
Data Type	Data Store
Ability to View	All
Ability to Update	BLM
Definition	\$Land description + \$activity + \$date + (serial number)

# ALASKA SURVEYS

Data Name	Technical Data
Abbreviation	Tech Data
Description	That portion of a contractor's technical proposal for a survey project representing the technical approach to the survey in the field and completion of plats.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	\$personnel qualifications statement + \$equipment list + \$contractor's history + \$financial history + \$proposed technical procedures + \$intended subcontracting + \$proposed schedule of events + \$itemized cost estimate

## ALASKA SURVEYS

Data Name	Technical Proposal(s)
Abbreviation	Tech Prop
Description	Either a proposal from a contractor bidding on a contract or a Best and Final proposal from the contractor on the select list.
Data Type	Record
Ability to View	All
Ability to Update	All
Definition	\$Technical data + \$cost data

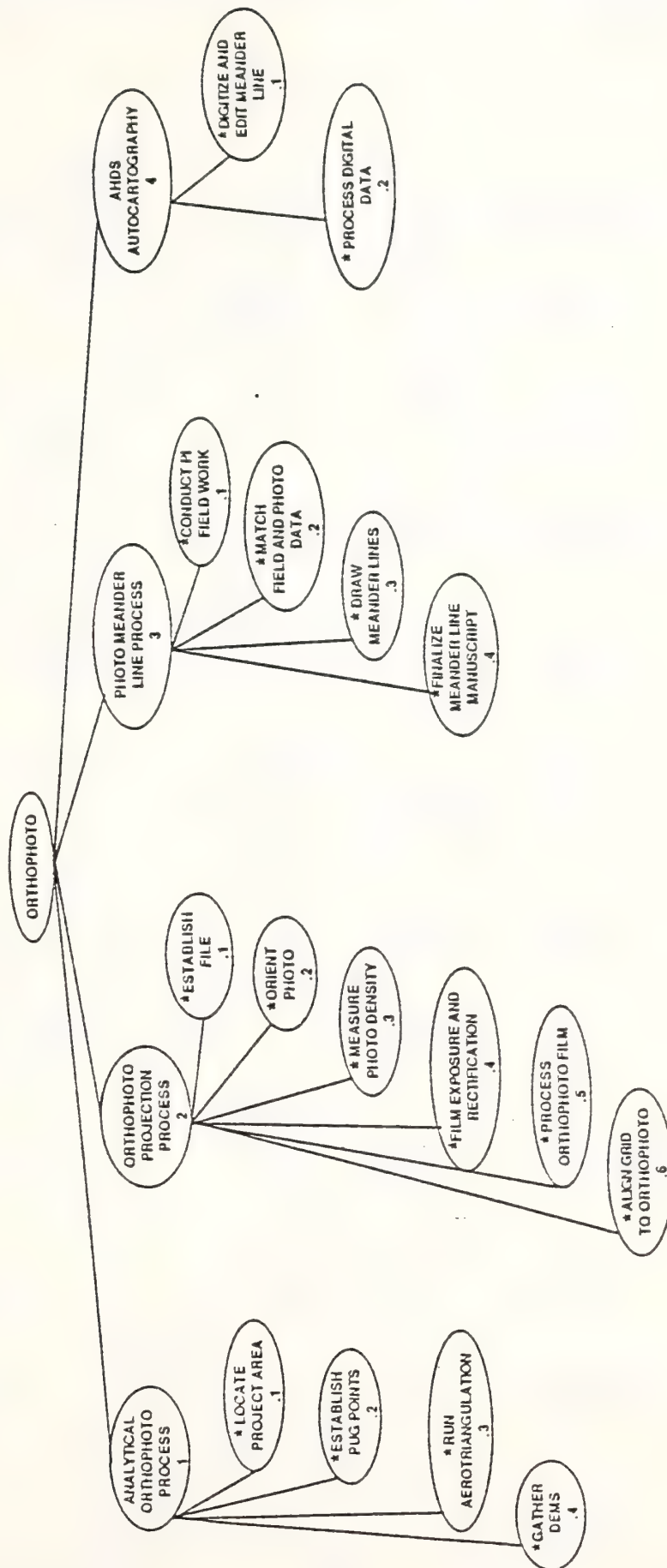
A.2 ORTHOPHOTO PROCEDURES

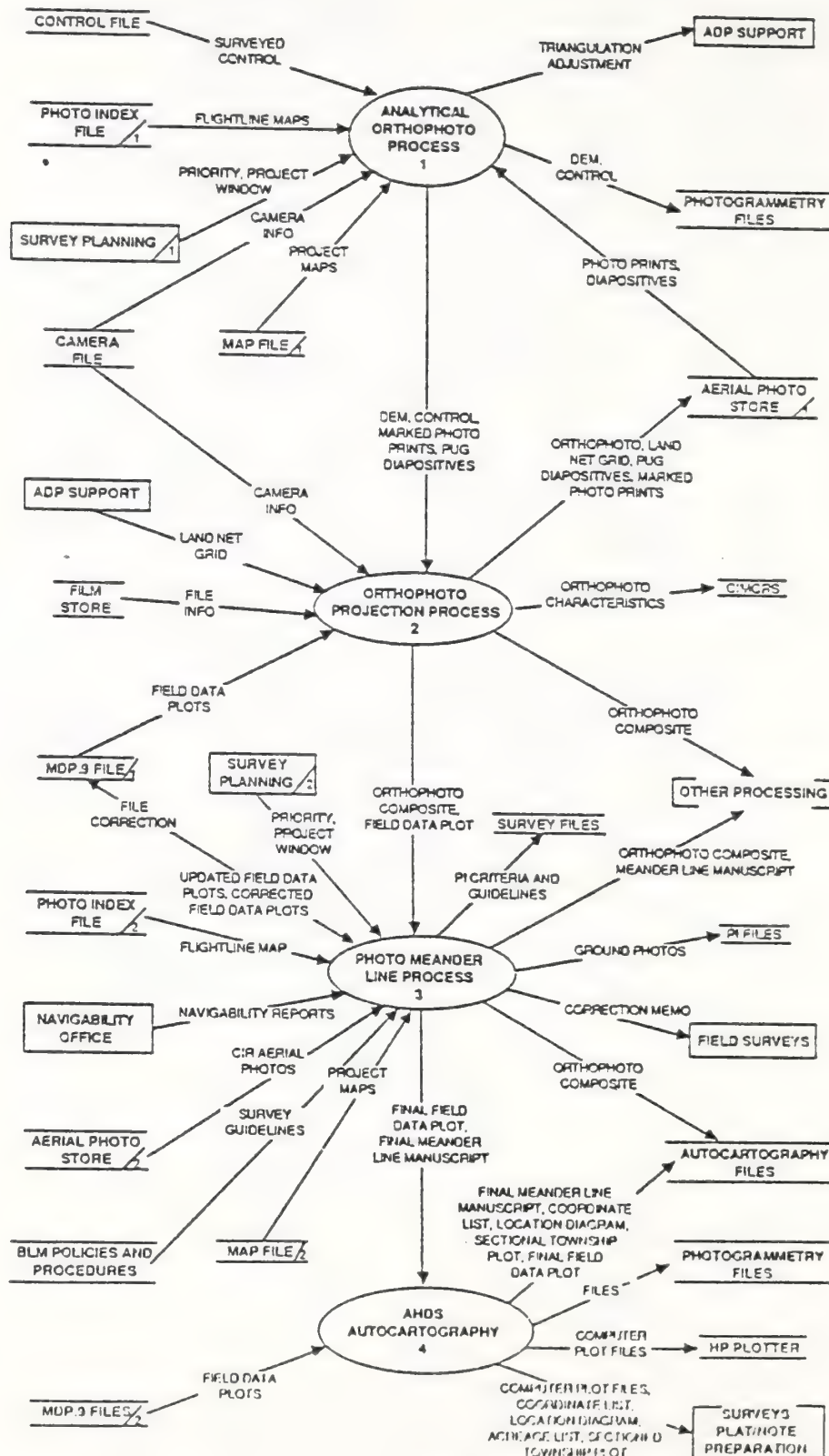
Part 2 of this appendix describes the following Alaska orthophoto procedures:

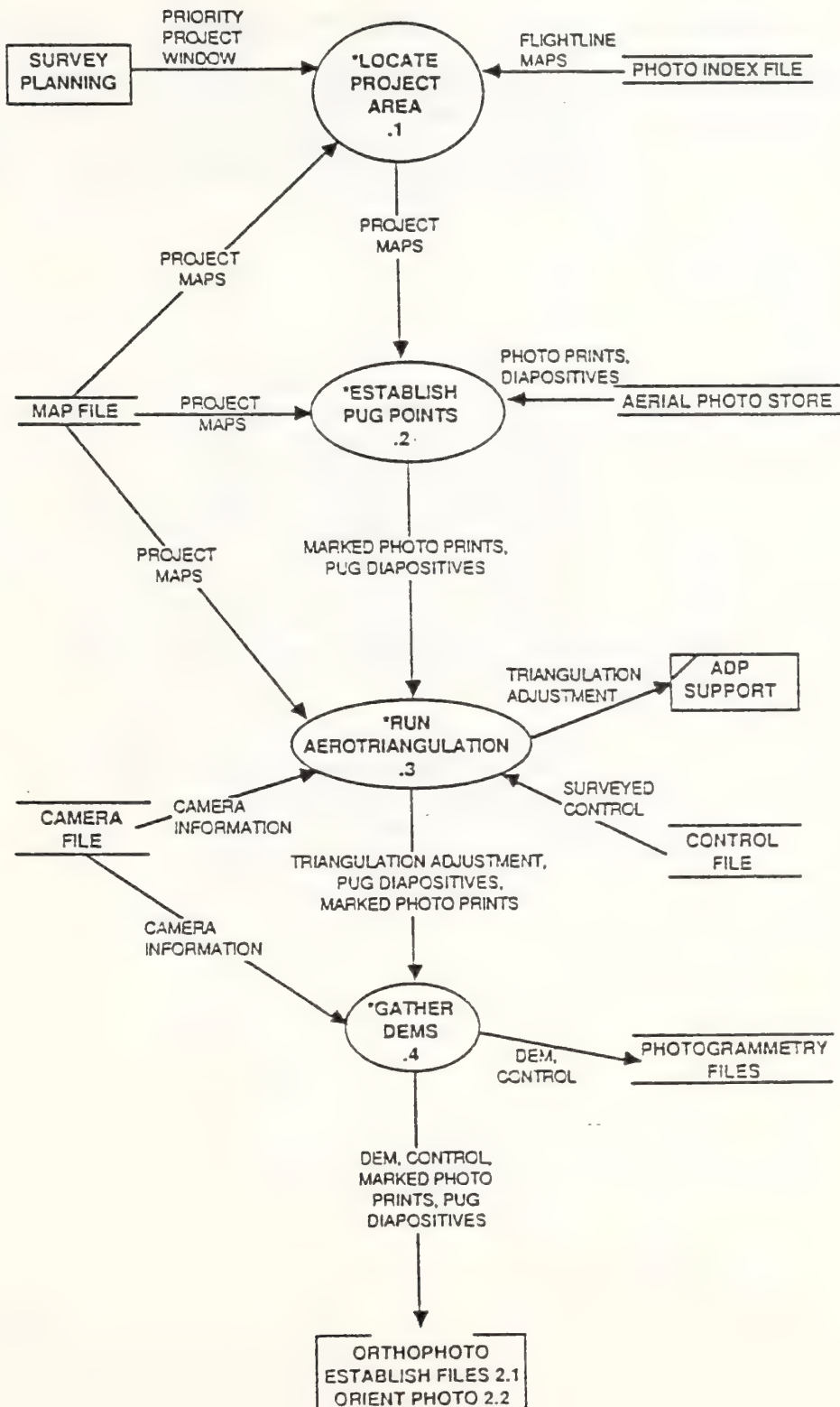
1. Analytical Orthophoto Process
2. Orthophoto Projection Process
3. Photo Meander Line Process
4. AHDS Autocartography



# ORTHOPHOTO VISUAL TABLE OF CONTENTS







# ALASKA SURVEYS

Process Name: Locate Project Area

Identifier: 1.1

Parent Process Name: Analytical Orthophoto Process

Description: Survey project priorities are set through the Cadastral Survey Planning Office. Each project is defined by a window of townships or sections. The project area is outlined on maps and photo coverage is determined.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Priority Project Window	Receive work orders according to the priorities set by the Cadastral Survey Planning Office. Receive the list of townships in this project window.	
Project Maps	Obtain 1:250,000 scale USGS quad maps. Locate and outline the project area.	
Flightline Maps	Obtain flightline maps for aerial photos. Notate photo coverage information on the outlined quad map. This map is the project map. Send to Establish PUG Points.	Project Map

# ALASKA SURVEYS

Process Name: Establish PUG Points

Identifier: 1.2

Parent Process Name: Analytical Orthophoto Process

Description: This process ties stereo paired photos together and establishes pass points (also known as PUG points) on the photo. A point transfer device (wild PUG4) is used.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Project Map Photo Prints Diapositives	Obtain the project map, the diapositives (photos) that were taken over the project area, and the corresponding prints on paper.	
Project Maps	Obtain 1:63,360 scale USGS quad maps that cover the project area. Sketch the project townships on the photo prints. Circle the approximate location of PUG points on the photo prints.	
	Using PUG equipment, drill PUG points into the emulsion of the diapositives and send to Run Aerotriangulation along with Marked Photo Prints.	PUG Diapositives Marked Photo Prints

# ALASKA SURVEYS

Process Name: Run Aerotriangulation

Identifier: 1.3

Parent Process Name: Analytical Orthophoto Process

Description: Process for extension of horizontal and/or vertical control. All work is accomplished on analytical stereo plotters (Matra Traster) driven by a DGS140 computer.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Camera Information	Camera information is used in the calculation of the readings.	
Surveyed Control Project Maps PUG Diapositives Marked Photo Prints	Using the surveyed control information or the 1:63,360 USGS quad maps, identify surveyed control and/or map control points on the PUG diapositives. The marked photo prints are used to help locate the PUG points and to help identify surveyed and map control points.  Gather machine coordinates for pass points and map control points. Run through simultaneous block adjustment to produce ground coordinates. An adjusted control network or triangulation adjustment values are produced.  The triangulation adjustment is copied to magnetic tape and delivered to ADP Support to produce the orthophoto land net grid.  The triangulation adjustment, PUG diapositive, and marked photo prints are sent to Gather DEM.	Triangulation Adjustment          Triangulation Adjustment PUG Diapositive Marked Photo Prints



# ALASKA SURVEYS

Process Name: Gather DEM

Identifier: 1.4

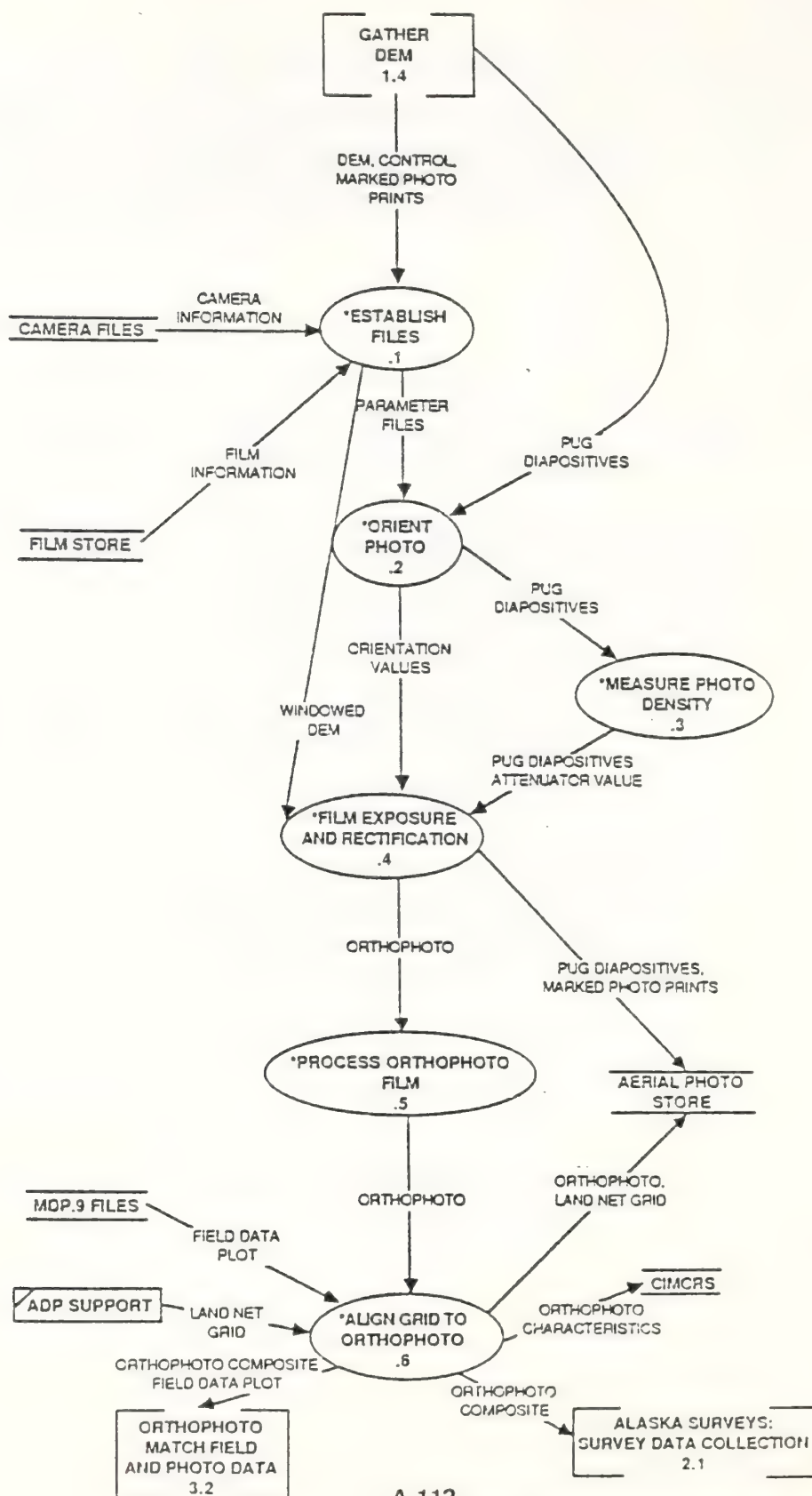
Parent Process Name: Analytical Orthophoto Process

Description: In this process the aerial photo is scanned to gather digital elevation models (DEM). All work is accomplished on analytical stereo plotters (Matra Traster) driven by a DGS140 computer.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Camera Information	Camera information is used in the calculation of DEM.	
Triangulation Adjustment PUG Diapositives Marked Photo Prints	The diapositives are reoriented to the triangulated ground coordinates and then scanned to build digital elevation models (DEM).	
	The DEM and Control files are copied to magnetic tape to be used in the Orthophoto Projection Process.	DEM Control PUG Diapositives Marked Photo Prints
	Another magnetic tape copy of the DEM and Control files is stored in the Photogrammetry files.	DEM Control





# ALASKA SURVEYS

Process Name: Establish Files

Identifier: 2.1

Parent Process Name: Orthophoto Projection Process

Description: All entered information is put into files on the computer. The parameter program is run to ensure that the specified final product is within parameters and to window the DEM data. This is accomplished on an analytical orthoprojection system (Zeiss Orthocomp Z-2 and HP 1000), using the parameter program.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
DEM Control	Receive DEM and Control on magnetic tape. Create files for DEM and Control.	
Marked Photo Prints Film Information Camera Information	Using information from the marked photo prints, film files, and camera files; set up for parameters program.  Run parameters program to check parameter of final product and to window the DEM.  Send parameter files to Orient Photo. Parameter Files Send windowed DEM to Film Exposure and Rectification.	Windowed DEM

# ALASKA SURVEYS

Process Name: Orient Photo

Identifier: 2.2

Parent Process Name: Orthophoto Projection Process

Description: The interior orientation or the positioning of the photo in the projector is determined. The photo is also related to the ground (exterior orientation). This is accomplished on an analytical orthoprojection system (Zeiss Orthocomp Z-2 and HP 1000) using the ORIENT program.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
PUG Diapositives Parameter Files	<p>The interior orientation of the photo is set by reading and measuring the fiducial points on the diapositives.</p> <p>The absolute or exterior orientation of the photo is set by measuring the PUG points on the diapositives and ground coordinates. The orientation values (exposure inclination, tilting, and positioning of the projection center) are calculated from the ground and photo coordinates of the control (PUG) points.</p> <p>Send orientation values to Film Exposure and Rectification and PUG Diapositives to Measure Photo Density.</p>	<p>Orientation Values PUG Diapositives</p>

# ALASKA SURVEYS

Process Name: Measure Photo Density

Identifier: 2.3

Parent Process Name: Orthophoto Projection Process

Description: This process measures the optical density of the photo to be projected and provides the operator with data to determine the setting for film exposure. This process is accomplished on an analytical orthoprojection system (Zeiss Orthocomp Z-2 and HP 1000) using the density program.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
PUG Diapositives	<p>The optical density is measured at several points on the diapositive. The highest and lowest measured density and the mean value of all measurements are indicated.</p> <p>With this information the operator determines the brightness setting for the film exposure (attenuator value).</p> <p>Send attenuator value and PUG diapositives to Film Exposure and Rectification.</p>	<p>Attenuator Value</p> <p>Attenuator Value PUG Diapositives</p>

# ALASKA SURVEYS

Process Name: Film Exposure and Rectification

Identifier: Z.4

Parent Process Name: Orthophoto Projection Process

Description: The image of the diapositive is exposed onto film. As light scans through the diapositive onto the unexposed film, the diapositive image is rotated and enlarged or reduced. This process is accomplished on an analytical orthoprojector system (Zeiss Orthocomp Z-2 and HP 1000) using the scan program.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Attenuator Value	The attenuator value is set.	
Orientation Values Windowed DEM PUG Diapositives	Rectification is carried out strip by strip, by projecting the photo onto a slit disc under which the film on a drum keeps moving uniformly. When the strip is completed, the slit disc is moved by one strip width, and the next strip is exposed. The movement of the photo carriage, the magnification, and the image rotation is controlled so differential rectification is obtained. At the end of this process, an exposed orthophoto film is obtained and taken to the photo lab for processing (Process Orthophoto Film).	Orthophoto
	The PUG diapositives and marked photo prints are returned to the photo store.	PUG Diapositives Marked Photo Prints
	The established files, DEM, and control information are deleted. A copy for the DEM and control information was previously placed in the photogrammetry files.	

# ALASKA SURVEYS

Process Name: Process Orthophoto Film

Identifier: 2.5

Parent Process Name: Orthophoto Projection Process

Description: The film exposed under the rectification process is processed to produce an orthophoto.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Orthophoto	The exposed orthophoto film is processed according to standard film processing procedures and sent to Align Grid to Orthophoto.	Orthophoto

# ALASKA SURVEYS

Process Name: Align Grid to Orthophoto

Identifier: 2.6

Parent Process Name: Orthophoto Projection Process

Description: Aligning the grid to the orthophoto is a manual process. The plotted survey data is used as an aid in getting the best position of the grid over the photo. When the project involves several orthophotos, each orthophoto must also be matched to all adjacent orthophotos.

Policies/Procedures: None.

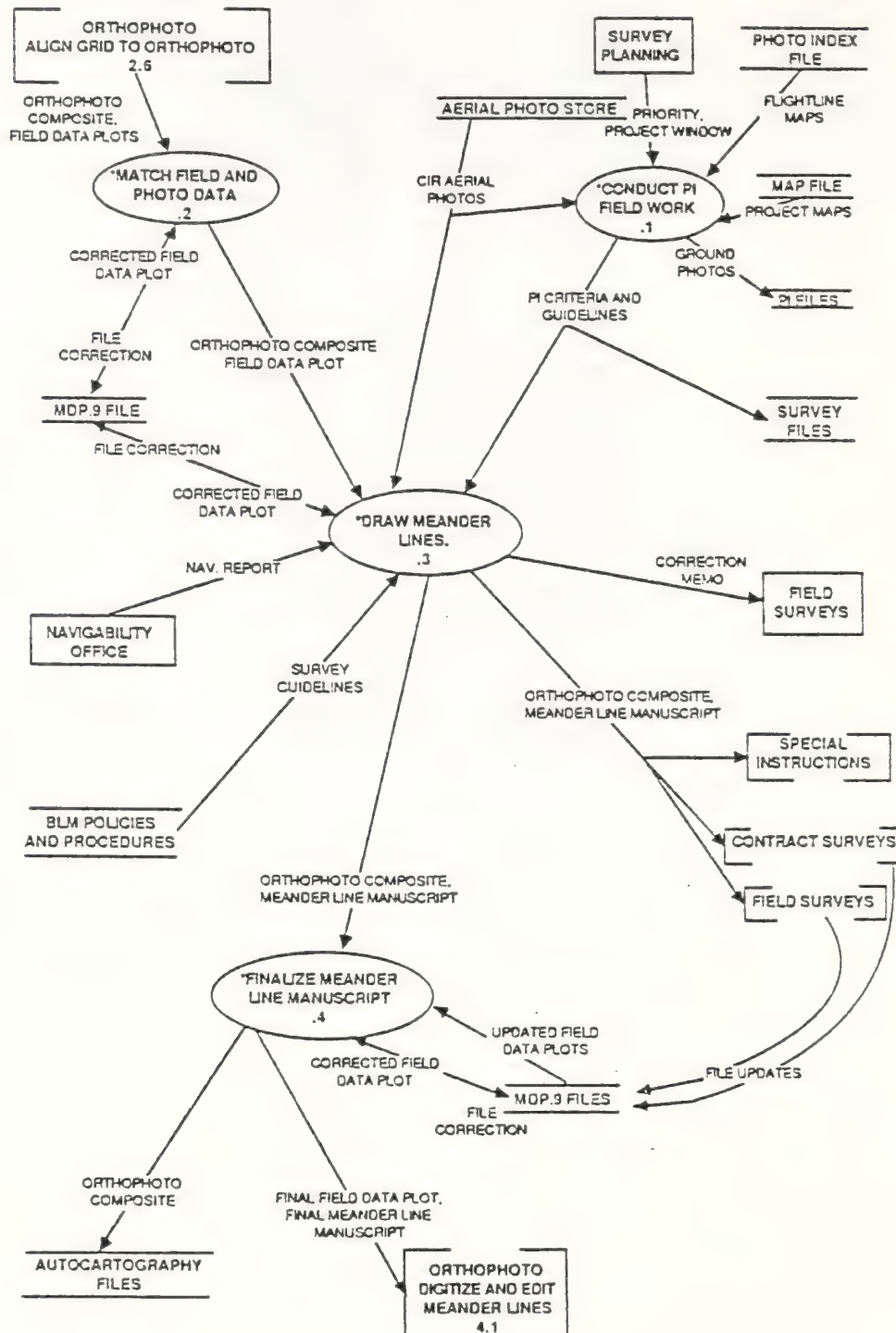
Constraints: None.

Input	Process	Output
Land Net Grid	Obtain land net grid from ADP support. This is usually a protracted township section grid plotted on a flat bed plotter. The location of the PUG points in relation to the grid have also been plotted.	
Orthophoto	Obtain the orthophoto that corresponds to the grid. Lay the grid over the orthophoto. Match the photo PUG points to get the proper position of the grid. Tape together.	
Field Data Plots	Obtain the corresponding field data plot. Lay plot over the orthophoto and grid by matching the township corners.	

# ALASKA SURVEYS

Input	Process	Output
	Check the meander corners (surveyed water boundary) against the shoreline of water bodies on the orthophoto. If a directional shift of meander corners to shoreline is observed, reposition the land net grid so the meander corners are on the shoreline (or closer) and the matching of the PUG points is still within tolerance. Tape together.	
	Photo composite copies of the orthophoto and land net grid are made. One copy (on translucent mylar) and the field data plots are sent to the Photointerpretation Unit for Photo Meander Line Process. Another copy (on paper) is sent to Other Processing, such as; Special Instructions, Contracts, or Field Surveys.	Orthophoto Composite
	The original orthophoto with land net grid is filed in the aerial photo store.	Orthophoto Land Net Grid
	Information about the orthophoto is entered into CMCIRS.	Orthophoto Characteristics







# ALASKA SURVEYS

Process Name: Conduct Photo Interpretation Field Work

Identifier: 3.1

Parent Process Name: Photo Meander Line Process

Description: Before meander lines are drawn, field work is sometimes necessary. During field work the CIR aerial photo is related to the ground and at some sites the meander line is established.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Priority Project Window	Receive a project priority list from the Cadastral Survey Planning Office. A window defining the boundary of the project area is also obtained.	
Project Maps Flightline Maps	The project area is outlined on 1:250,000 USGS quad maps. The CIR aerial photo flight lines are sketched over the project area.	
CIR Aerial Photo	CIR aerial photos over the project area are taken from the Photo Store.	
	Field work is conducted in or around the project area to give the photo-interpreter an opportunity to relate the photo to the ground. Photointerpretation criteria and guidelines are developed and a formal report written. A copy of the report becomes part of the official survey files. Ground photos taken by the photointerpreter(s) are filed in the photo interpretation files.	PI Criteria and Guidelines  Ground Photos

# ALASKA SURVEYS

Process Name: Match Field and Photo Data

Identifier: 3.2

Parent Process Name: Photo Meander Line Process

Description: This process reviews the plotted survey data (when available) against the orthophoto image. When discrepancies are found, a check and correction to the MDP.9 file is requested.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Orthophoto Composite Field Data Plot	Receive orthophoto composite, trimmed to represent one township; and corresponding field data plot.	
	Lay field data plot over the ortho- photo matching township corners. Review the plot meander points against the orthophoto shoreline. Where discrepancies occur, ask for corrections to the MDP.9 file.	Orthophoto Composite Field Data Plot File Correction
Corrected Field Data Plot	If corrections are made, receive corrected field data plot.	
	Match the corrected field data plot to the orthophoto composite and send to Draw Meander Lines.	Orthophoto Com- posite Field Data Plot

# ALASKA SURVEYS

Process Name: Draw Meander Lines

Identifier: 3.3

Parent Process Name: Photo Meander Line Process

Description: Using the orthophoto and CIR (color infrared) photo images, the shorelines of all meanderable water bodies are drawn. This process is guided by surveying regulations as well as biological guidelines. The orthophoto composite with the meander lines is used by Special Instructions in survey planning, by Contract Survey and Field Survey in planning and conducting field surveys.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Orthophoto Composite Field Data Plot CIR Aerial Photo	Obtain matched orthophoto composite, field data plot, and CIR (color infrared) aerial photos.	
Survey Guidelines PI Criteria and Guidelines Navigability Reports	Using the CIR photo image as a guide, draw a continuous line along the shoreline of all meanderable bodies of water within the township. Survey guidelines define meanderable water bodies. PI criteria and guidelines determine where the shoreline should be drawn. Navigability reports are used.	
Corrected Field Data	If discrepancies are found, the problem is reviewed. If corrections to the MDP.9 file are necessary, a file correction is requested. Receive corrected field data plot. If field survey corrections are necessary, a correction memo is generated and sent to Field Surveys. This correction returns as an updated field data plot.	File Correction Correction Memo

# ALASKA SURVEYS

Input	Process	Output
	Prints of the orthophoto composite with meander line manuscript are made on paper and sent to Finalize Meander Line Manuscript. These are also sent to Other Processing, such as; Special Instructions, Contract Surveys, or Field Surveys as support data. Contract Surveys and Field Surveys will eventually update or create the MDP.9 file.	Orthophoto Composite Meander Line Manuscript

# ALASKA SURVEYS

Process Name: Finalize Meander Line Manuscript

Identifier: 3.4

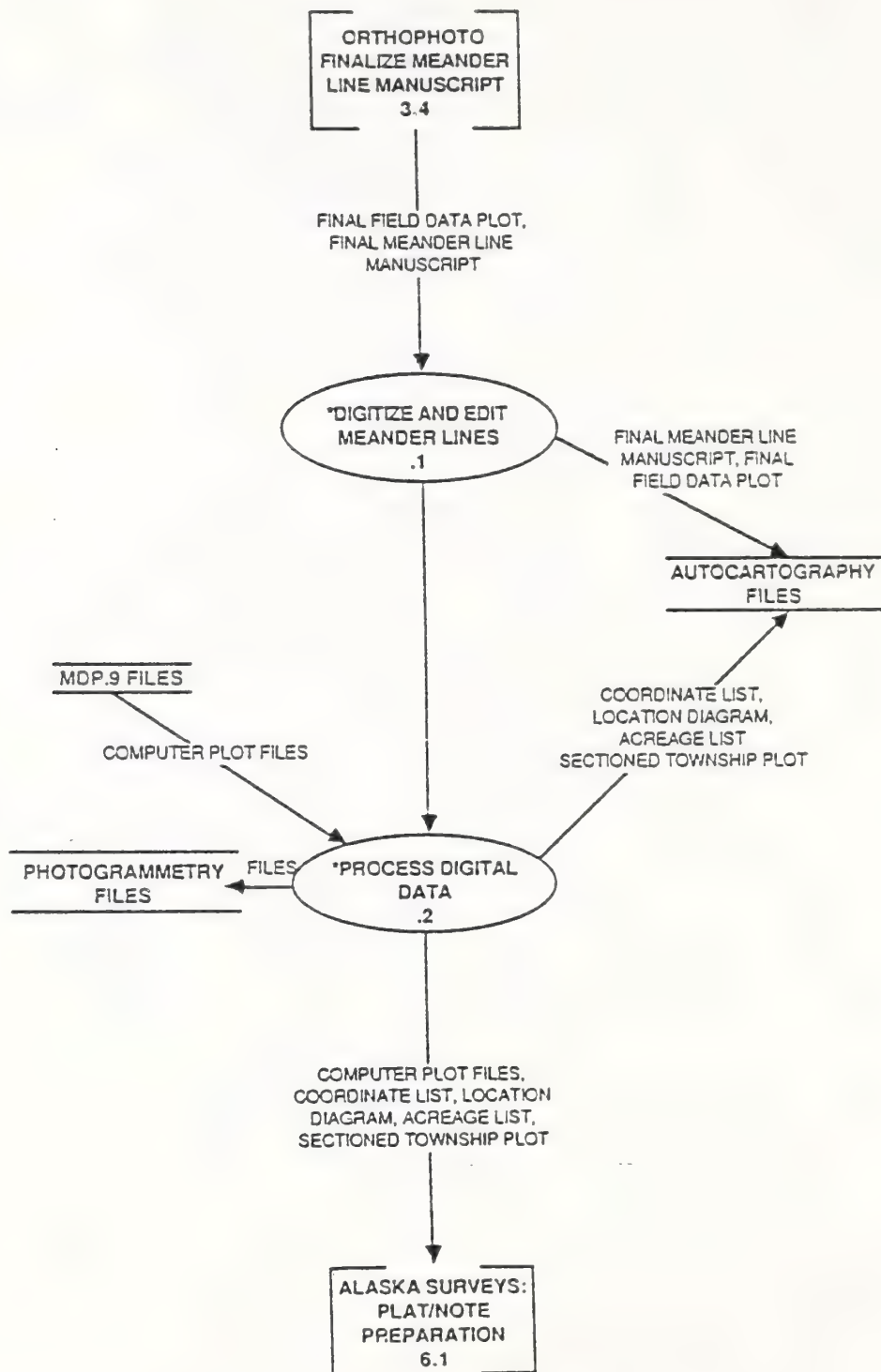
Parent Process Name: Photo Meander Line Process

Description: If new or updated field information is expected, this process starts when the updated field plots are received. If no new or updated field information is necessary, this process starts when the meander line manuscript is completed. In this process adjustments necessary to conform meander lines to field data are made.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Updated Field Data Plots Meander Line Manuscript Orthophoto Composite	Receive updated field data plots and compare against the meander line manuscript and orthophoto composite. If discrepancies occur, request file correction to the MDP.9 file and another field data plot.	
Corrected Field Data Plots	<p>If meander line adjustments are necessary, make the adjustments on the meander line manuscript.</p> <p>The meander line manuscripts and field data plots are reviewed by the Review Staff. Final adjustments or corrections to the field data plots or meander line manuscript are made at this time.</p> <p>The final meander line manuscript along with the final field data plot are sent to the Autocartography Section for AHDS Autocartography processing.</p> <p>The orthophoto composite is filed in the Autocartography files.</p>	<p>File Correction</p> <p>Final Meander Line Manuscript Final Field Data Plot Orthophoto Composite</p>



# ALASKA SURVEYS

Process Name: Digitize and Edit Meander Lines

Identifier: 4.1

Parent Process Name: AHDS Autocartography Process

Description: In this process the meander lines on the meander line manuscript are converted to digital data. This is accomplished in the AHDS Program on the MV10,000 computer system.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Final Meander Line Manuscript Final Field Data Plot	Receive final meander line manuscript and final field data plot. Digitize meander lines.  Digitized data are reviewed to identify discrepancies, edited to remove discrepancies, and filtered to remove lakes which are less than 50 acres in area.  File final meander line manuscript and final field data plot in the Autocartography files.	Final Meander Line Manuscript Final Field Data Plot



# ALASKA SURVEYS

Process Name: Process Digital Data

Identifier: 4.2

Parent Process Name: AHDS Autocartography Process

Description: There are numerous processes that are required to produce information for the survey plat. All are accomplished in the AHDS Program.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	Edge or boundary matching of meander lines is accomplished for all townships in the project area.	
Field Data Plots	Meander lines are conformed to the exact locations of surveyed meander corners and lines.	
	In the absence of surveyed meander corners, meander coordinates are collected where all meander lines cross a surveyed line.	
	Sectional land area is calculated for each township. Township plot files are created.	
	The paper copies of the coordinate list, location diagram, acreage list, and sectioned township plot are sent to the Drafting Section (Plat/Note Preparation).	Computer Plot Files Coordinate List Location Diagram Acreage List Sectional Township Plot
	The computer plot files are transmitted from the MV10,000 computer to the HP plotter in the Drafting Section.	Computer Plot Files



# ALASKA SURVEYS

Input	Process	Output
	All files are copied to magnetic tape and stored in the Photogrammetry files.	Files
	Paper copies of the coordinate list, location diagram, acreage list, and enlarged sectioned township are filed in the Autocartography files.	Coordinate List Location Diagram Sectional Township Plot

ALASKA SURVEYS

ORTHOPHOTO PROCEDURES DATA DICTIONARY

## ALASKA SURVEYS

Data Name	Acreage List
Abbreviation	
Description	A computer list of parcels, perimeter, area, and points. This corresponds to the plot of a township with meander lines and section land parcels.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Computer List

## ALASKA SURVEYS

Data Name	Attenuator Value
Abbreviation	
Description	The value that adjusts the amount of light that exposes film.
Data Type	Data Element
Ability to View	BLM
Ability to Update	BLM
Definition	\$Numeric Value

## ALASKA SURVEYS

Data Name	CIR Aerial Photo
Abbreviation	
Description	Color infrared aerial photo at an approximate scale of 1:60,000.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Photo

## ALASKA SURVEYS

Data Name	Camera Information
Abbreviation	
Description	Consists of calibrated focal length, distortion values, and fiducial distances.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Calibrated Focal Length + \$Distortion Values + \$Fiducial Distances

## ALASKA SURVEYS

Data Name	Computer Plot Files
Abbreviation	
Description	Computer information necessary to plot the sectioned township with meander lines.
Data Type	Data File
Ability to View	BLM
Ability to Update	BLM
Definition	\$Computer Information

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## ALASKA SURVEYS

Data Name	Control
Abbreviation	
Description	A system of points with established positions, which are used as fixed references in positioning and correlating map features.
Data Type	Data File
Ability to View	BLM
Ability to Update	BLM
Definition	\$Points



## ALASKA SURVEYS

Data Name	Coordinate List
Abbreviation	
Description	Meander coordinates collected where meander lines cross a surveyed line.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Specific Meander Coordinates

## ALASKA SURVEYS

Data Name	Corrected Field Data Plot
Abbreviation	
Description	Corrected field data plot from the MDP.9 file.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Specific Corrected Field Data Plot

## ALASKA SURVEYS

Data Name	Correction Memo
Abbreviation	
Description	Official memo from the Branch of Cartography and Examination to the Branch of Field Surveys outlining corrective actions.
Data Type	Data Flow
Ability to View	BLM
Ability to Update	BLM
Definition	\$Memo

Data Name	DEM (Digital Elevation Models)
Abbreviation	
Description	Three-dimensional numerical description of a geographical area.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Numerical Description

## ALASKA SURVEYS

Data Name	Diapositives
Abbreviation	
Description	A positive aerial photograph on a transparent medium.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Photograph

## ALASKA SURVEYS

Data Name	Field Data Plots
Abbreviation	
Description	Township plots at a scale of 1:31,680, identifying the location surveyed points.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Township Plots

ALASKA SURVEYS

Data Name	File
Abbreviation	
Description	All orthophoto files.
Data Type	Data File
Ability to View	All
Ability to Update	BLM
Definition	\$Orthophoto Files

## ALASKA SURVEYS

Data Name	File Correction
Abbreviation	
Description	Used to correct discrepancy in the MDP.9 file.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Specific Correction



## ALASKA SURVEYS

Data Name	Film Information
Abbreviation	
Description	Type and size of the unexposed film.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Unexposed Film Type + \$Unexposed Film Size

## ALASKA SURVEYS

Data Name	Final Field Data Plot
Abbreviation	
Description	Field data plots that have been reviewed and corrected as necessary.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Corrected Field Data Plots

## ALASKA SURVEYS

Data Name	Final Meander Line Manuscript
Abbreviation	
Description	Consists of field survey data plots with necessary corrections in meander lines.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	Field Survey Data Plots + \$Corrections

## ALASKA SURVEYS

Data Name	Flightline Maps
Abbreviation	
Description	Computer generated overlays identifying flight path of photographing aircraft and aerial photo center points on the flight path line. This is at a scale of 1:250,000 and corresponds to the USGS 1:250,000 quad maps.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Overlays

## ALASKA SURVEYS

Data Name	Ground Photos
Abbreviation	
Description	35mm slides or prints of the ground at sites representative of the project area.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	[\$35mm slides   \$Prints]

## ALASKA SURVEYS

Data Name	Land Net Grid
Abbreviation	
Description	Protracted township section grid. Plotted at a scale of 1:31,680.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Protracted Township Section Grid

## ALASKA SURVEYS

Data Name	Location Diagram
Abbreviation	
Description	A graphics screen copy depicting the position of the meander coordinates.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Graphics Screen Copy

## ALASKA SURVEYS

Data Name	Marked Photo Prints
Abbreviation	
Description	Paper aerial photo prints that identify where the pass points are located.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Paper Aerial Photo Prints



## ALASKA SURVEYS

Data Name	Meander Line Manuscript
Abbreviation	
Description	Consists of either the field survey data plot with meander lines or only the meander lines.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	[Field Survey Data Plot *with meander lines*   \$Meander Lines]

## ALASKA SURVEYS

Data Name	Navigability Report
Abbreviation	
Description	Official report of navigability determinations from the Division of Conveyances.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Report

## ALASKA SURVEYS

Data Name	Orientation Values
Abbreviation	
Description	Values to determine the adjustment of photo for exposure inclination, tilting, and positioning of the projection center.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Numeric Value

## ALASKA SURVEYS

Data Name	Orthophoto
Abbreviation	
Description	Photograph with map-like qualities, in which image displacements caused by camera tilt and relief of terrain are removed. It is a black and white photo image at a scale of 1:31,680.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Photograph

## ALASKA SURVEYS

Data Name	Orthophoto Characteristics
Abbreviation	
Description	Information about the orthophoto, such as scale, photo type, altitude flown, date photo taken, and ground location.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Scale + \$Photo Type + \$Altitude Flown + \$Date + \$Ground Location

## ALASKA SURVEYS

Data Name	Orthophoto Composite
Abbreviation	
Description	A photo copy of the orthophoto with the land net grid.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Photo Copy

## ALASKA SURVEYS

Data Name	PI Criteria and Guidelines
Abbreviation	
Description	Consists of a photointerpretation criteria report for the project area, and memos and documents outlining photointerpretation procedures.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Photointerpretation Criteria Report + \$Memos + \$Documents

## ALASKA SURVEYS

Data Name	PUG Diapositives
Abbreviation	
Description	Aerial photo diapositive on which stereo pair coincident points or pass points have been identified.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Aerial Photo Diapositives



## ALASKA SURVEYS

Data Name	Parameter Files
Abbreviation	
Description	Includes camera information, orthophoto scale, control point values, windowed area, photo identifiers, and data for product quality check.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	Camera Information + \$Orthophoto Scale + Control + \$Windowed Area + \$Photo Identifiers + \$Data

## ALASKA SURVEYS

Data Name	Photo Prints
Abbreviation	
Description	Aerial photo copies on paper.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Aerial Photo Copies

## ALASKA SURVEYS

Data Name	Priority
Abbreviation	
Description	Project priority as established in the "patent plan process".
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Project Priority

## ALASKA SURVEYS

Data Name	Project Maps
Abbreviation	
Description	Includes 1:250,000 and 1:63,360 USGS quad maps that outline the area for which orthophotos are required and flightline maps that show black and white aerial photo coverage for the project area.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Quad Maps

## ALASKA SURVEYS

Data Name	Project Window
Abbreviation	
Description	A group of townships or sections requiring work to patent land.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	[\$Townships   \$Sections]

## ALASKA SURVEYS

Data Name	Sectioned Township Plot
Abbreviation	
Description	Plot of a township with meander lines and sectioned land parcels and numbered parcel identifiers. Parcel numbers correspond to parcel numbers on the acreage list.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Plot

## ALASKA SURVEYS

Data Name	Surveyed Control
Abbreviation	
Description	Any ground control data, such as USGS geodetic control.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Ground Control Data

## ALASKA SURVEYS

Data Name	Survey Guidelines
Abbreviation	
Description	Official documents, memos, and reports of survey requirements and regulations.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Official Documents + \$Memos + \$Reports



## ALASKA SURVEYS

Data Name	Triangulation Adjustment
Abbreviation	
Description	The correction factors resulting from the aerotriangulation process. This adjusts for exposure inclination and tilting.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Correction Factors

## ALASKA SURVEYS

Data Name	Updated Field Data Plots
Abbreviation	
Description	Field data plots that have been updated due to new information supplied from Contract Surveys or Field Surveys, or due to a correction by Field Surveys.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	Field Data Plots *with updated information*

## ALASKA SURVEYS

Data Name	Windowed DEM
Abbreviation	
Description	When parameters are set and a ground area defined, the DEM within this area are the windowed DEM.
Data Type	Aggregate
Ability to View	BLM
Ability to Update	BLM
Definition	\$Area *within DEM*







Automated Land and Mineral  
Record System  
ALMRS

Global Processes

\* Lands and Minerals Trespass \*

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

By:

National Systems & Research Co.  
7150 Campus Drive, Suite 255  
Colorado Springs, Colorado 80918





## CHAPTER 1

### INTRODUCTION

This document describes the current system for processing lands and minerals trespass cases pursuant to the Trespass Manuals (9230).

Policies and procedures of the Trespass Manuals are used to prevent and control trespass violations. Trespass is the unauthorized use of or harm to lands or other property of the United States under the administrative jurisdiction of BLM.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the trespass program; Chapter 3 - Process List providing an alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



## CHAPTER 2

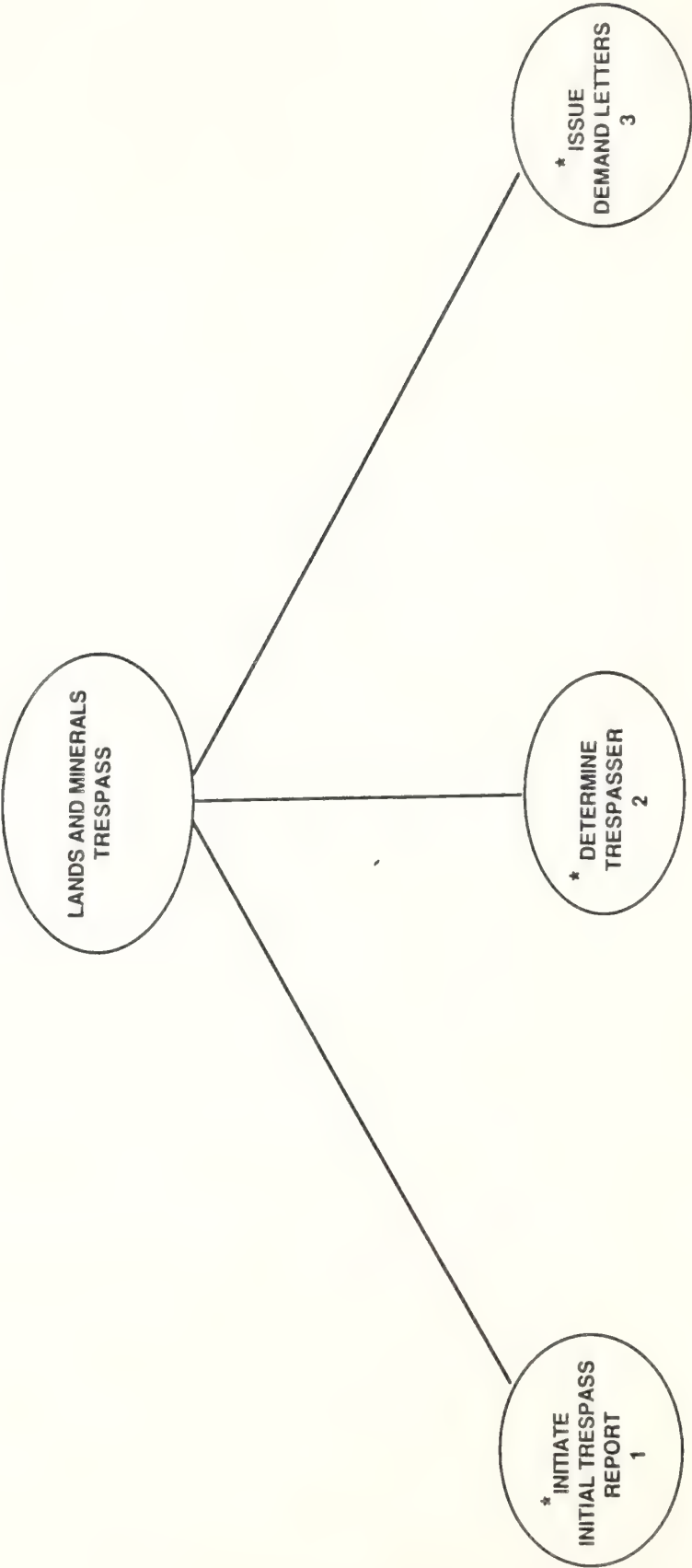
### DATA FLOW DIAGRAMS

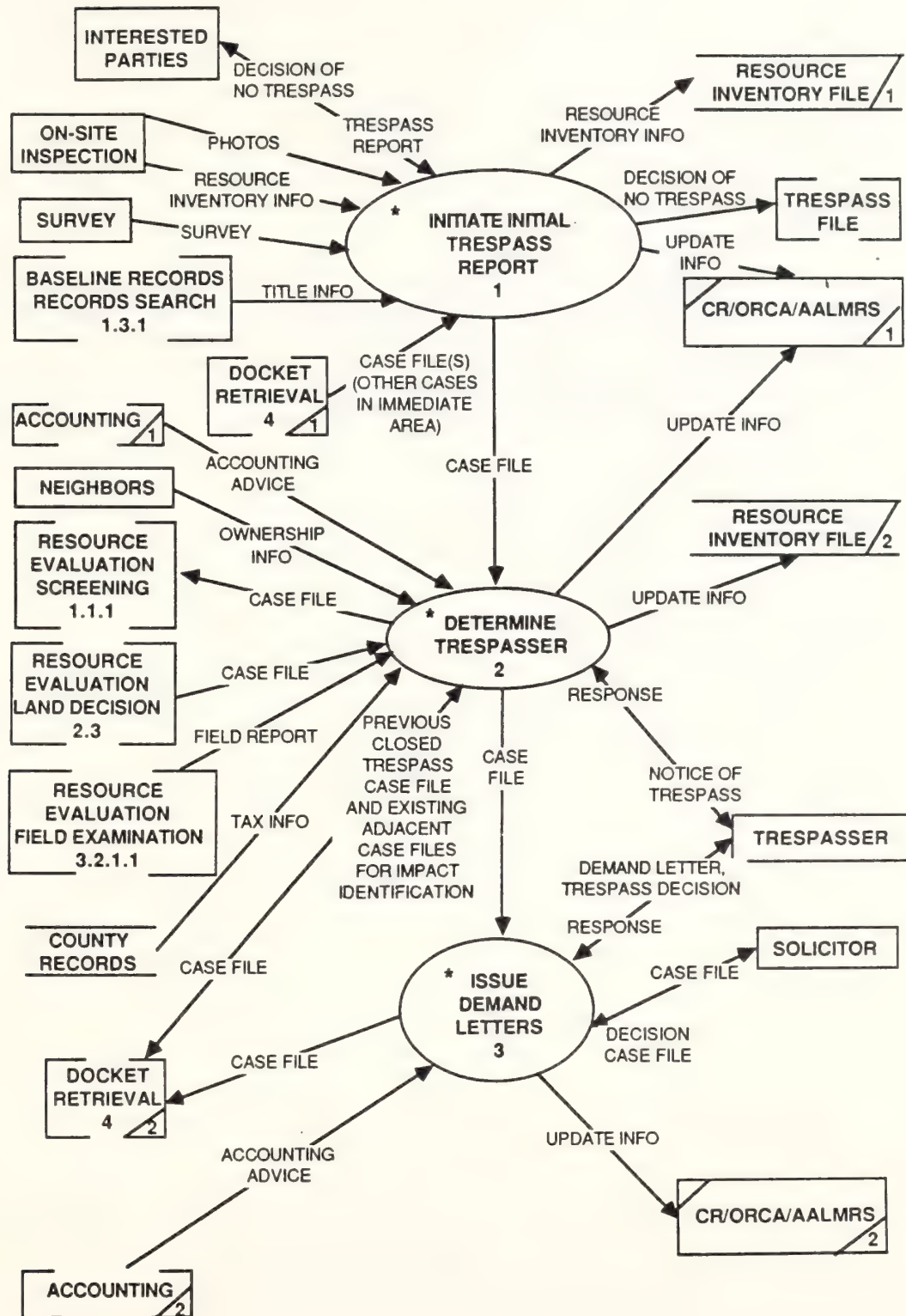
The current lands and minerals trespass procedure is presented here as a data flow diagram that shows the sources and destinations of data, identifies and names processes, identifies and names data that connect sources and destinations of data, and describes data stores that are accessed. The hierarchical structure of each process is identified by decimalized identifiers. The processes of trespass are at a primitive level.

Standard representations on the DFDs are:

1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing; and,
6. two parallel lines are a data store (generally representing logical groupings of data rather than individual records or data components).

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## CHAPTER 3

### PROCESS LIST

The following table lists all processes (in alphabetical sequence by process name) defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. Since the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is listed.

# PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
2	Determine Trespasser	1	2-3	4-3
1	Initiate Initial Trespass Report	1	2-3	4-2
3	Issue Demand Letters	1	2-3	4-5



## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Section 2.

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Initiate Initial Trespass Report

Identifier: 1

Parent Process Name: Lands and Minerals Trespass

Description: An initial trespass report is initiated by the authorized office if there is a reason to suspect a trespass.

Policies/Procedures: Trespass Manuals, 43 CFR, 9230

Constraints: None.

Input	Process	Output
Trespass Report (Interested Parties)	Receive Trespass Report from interested parties, BLM Personnel, public, other gov't agencies) with indications of possible trespass.	
Photos Resource Inventory Information Survey (Cadastral) Case Files Title Information (MTP)	Determine trespass possibility from inputs.  If trespass is confirmed, establish and serialize case file and determine type of trespass from Trespass Manuals.  Determine whether the trespass is willful or non-willful. This may not be evident until negotiation. Identify size and character of trespass; evaluate trespass value of resource via appraisal; estimate value to reclaim to pre-existing condition, etc.	Resource Inventory Information
	Send Case File to Determine Trespass.	Case File (Determine Trespass)

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Cease proceedings if there is no possibility of trespass and send to Interested Parties and file in Trespass File.	Decision of No Trespass (Trespass File, Interested Parties)
	Update information to CR/ORCA/AALMRS.	Update Information (CR/ORCA/AALMRS)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Determine Trespasser

Identifier: 2

Parent Process Name: Lands and Minerals Trespass

Description: Determine the trespasser utilizing information from the neighbors, county and state records, and docket (for previous closed trespass case file or active case files where trespass is of the unauthorized use category, i.e., exceeding authorized limits, methodology, or location). If the trespass case is spotted by field personnel, the Notice of Trespass may be verbal. This will be followed by a written notice.

Policies/Procedures: Trespass Manuals.

Constraints: If BLM gives the trespasser the option to allow the trespass to be authorized, the trespasser will be advised of the authorization procedures (e.g., Rights-of-Way or Lease procedures). However, the trespass processing must be continued for closure.

Input	Process	Output
Case File	Receive Case File from Initiate Initial Trespass Report.	
Ownership Info (Neighbors, County Clerk, Secretary of State Office)	Analyze information, determine trespasser.	
Tax Info (State Records)		
Case Files		
Trespass Case File (Docket)	Send Case File to Resource Evaluation to determine damage assessment.	Case File (Resource Eval)
Case File Field Report (Resource Eval)	Receive Case File with Damage Appraisal and Field Report from Resource Evaluation.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Issue Notice of Trespass decision with a time limit.	Notice of Trespass (Trespasser)
Response (Trespasser)	If the trespasser pays or an agreement or compromise is negotiated, close case.	Case File (Docket)
Accounting Advice (Accounting)		
	If the case cannot be closed, send Case File to Issue Demand Letters.	Case File (Issue Demand Letters)
	Update CR/ORCA/AALMRS with case status.	Update Information (CR/ORCA/AALMRS) (Resource Inventory File)

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Issue Demand Letters

Identifier: 3

| Parent Process Name: Lands and Minerals Trespass

Description: In order to settle the trespass situation, demand letters are sent out with the damage appraisal.

Policies/Procedures: Trespass Manuals.

Constraints: None.

Input	Process	Output
Case File (Determine Trespass)	Receive Case File with damage assessment for the cases that have not been resolved.	
	Issue, as appropriate, the first, second, or third demand letter to the trespasser with a time limit.	Demand Letter (Trespasser)
Response (Trespasser) Accounting Advice (Accounting)	If there is a positive response from the trespasser with, as appropriate, payment, and the case is resolved, close the case and send case file to docket.	Case File (Docket)
	If the case is not resolved or the trespasser ignores the demand letter(s), court action or solicitor intervention may be necessary. Send case file to Solicitor.	Case File (Solicitor)

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Case File Decision (Solicitor)	Receive the Court's or Solicitor's decision from the Solicitor.	
	Notify Trespasser of the decision, indicating the legal responsibilities of the trespasser. When the action is completed, close the case.	Decision (Trespasser)
	Update CR/ORCA/AALMRS.	Update information (CR/ORCA/AALMRS)
	Send case file to docket.	Case File (Docket)





## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

The cross reference list at the end of the section lists those data dictionary entries that have mnemonics or abbreviations with their actual name. This list may be used to quickly find a data flow in the dictionary when it is referenced on the DFD only by its mnemonic.

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting Advice
Abbreviation	
Description	Accounting advice is used for every action affecting monies.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	\$Subject + [\$Payor Information   \$Payee Information] + \$Remitter + \$Case Information + \$Remittance + \$Remarks

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	
Description	A case file is the documented processing of a case. Case processing is a means to work through an action and track that action to the land records. The "closed case file" is the case file upon completion of a process.
Data Type	Set
Ability to View	All
Ability to Update	BLM/Applicant
Definition	\$Application + \$Receipt(s) + \$Abstract + \$Activity and Field Reports

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision
Abbreviation	
Description	The decision will be from the solicitor or the courts and is sent to BLM who informs the trespasser. A decision is a determination arrived at after consideration of facts, and, in legal contest, law; a judgement or decree pronounced by a court in settlement of a controversy submitted to it and by way of authoritative answer to the questions raised before it.
Data Type	Data flow
Ability to View	All
Ability to Update	Solicitor/Courts
Definition	[\$Court order   \$Solicitor decision]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Decision of No Trespass
Abbreviation	
Description	If it has been determined that trespass has not occurred, a decision of no trespass is made. All actions taken in lieu of trespass at this time will be delivered to the trespass file.
Data Type	Data flow
Ability to View	N/A
Ability to Update	N/A
Definition	\$Remark

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Demand Letter
Abbreviation	
Description	Letter is issued by the BLM to resolve a trespass case.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Trespasser Name + \$Trespasser Address + \$Date + Suspense date + \$Remarks

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Field Report
Abbreviation	
Description	Report produced by specialist investigating the value of the resource compromised by the trespass. This report could also include the estimate of the cost to reclaim the trespassed site to pre-existing state.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Report + Estimated cost to reclaim

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Trespass
Abbreviation	notice of trsps
Description	A notice of trespass is a decision issued to the trespasser when a determination of the party has been made. The letter contains information pertinent to the trespasser and a preliminary damage assessment. The Notice of Trespass may be appealed.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Letter + Preliminary Damage Assessment



## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Ownership Information
Abbreviation	Ownership info
Description	In order to clarify information needed on the trespasser, the neighbors are queried as to ownership of the land in question.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	N/A
Definition	[\$Verbal information   \$Written information]

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Photos
Abbreviation	
Description	Photos are taken by the realty specialist for use in determining trespass. They can show areas of possible trespass and landmarks.
Data Type	Record
Ability to View	All
Ability to Update	N/A
Definition	\$Evidence

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Previous Closed Trespass Case File
Abbreviation	
Description	This case file contains information as given in the definition and is used for determining multiple trespass.
Data Type	Set
Ability to View	All
Ability to Update	N/A
Definition	\$Abstract + Photos + Survey + Title information + Ownership information + Tax information + Decision *Solicitor, Court or Attorney*

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Resource Inventory Information
Abbreviation	
Description	Inventory information relating to commodity characteristics; exploration development methodology; historic production; ancillary support services requirements to production.
Data Type	Aggregate
Ability to View	N/A
Ability to Update	BLM
Definition	\$Inventory information

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Response
Abbreviation	
Description	After the trespasser is determined, a notice of trespass is issued. If it is ignored a series of demand letters are issued. After the issuance of the notice or demand letter, the trespasser can make a response which could include full payment for the appraised damage or a negotiated amount. The response/negotiation is incorporated in the case file and if there is a negotiation, the compromise is sent to the solicitor.
Data Type	Data flow
Ability to View	All
Ability to Update	Party who made response
Definition	\$Letter "Negotiation (Negot)" *and* "Compromise (Compro)"

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Survey
Abbreviation	
Description	Survey can be mineral surveys, private surveys, and cadastral survey, all of which consist of the elements found in the definition.
Data Type	Aggregate
Ability to View	All
Ability to Update	BLM
Definition	\$Field notes + \$Processes of survey + \$Results on the ground + \$Plat

## DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Tax Information
Abbreviation	tax info
Description	Tax information is examined from the county records to aid in determining ownership of the trespasser.
Data Type	Aggregate
Ability to View	All
Ability to Update	County
Definition	\$Receipt

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Title Information
Abbreviation	title info
Description	Title information is required to determine who the would-be trespasser could be by examining the MTP.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	*Information concerning title from the MTP*



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Trespass Report
Abbreviation	
Description	Interested party submits a report of a suspected trespass.
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	\$Originator Name + \$Originator Address + \$Date + \$Trespass remarks

